[Your Name]

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

It is a pleasure for me to apply for the post of academic advisor at (name of the institution). I have an extensive background knowledge about education and thus, I feel that I am well-equipped for providing proper guidance to students throughout their academic career. I have passion for education that boosts my confidence in my abilities to act as an academic advisor at (name of the institution).

Speaking of my past experiences I have performed my duties as an academic advisor in (name of the institution). I have an experience of a total of (number of years) as I have worked in (name of the institution) from (date) to (date). You can find my experience certificate attached with my application. In (name of the university) I had to deal 1000 students out of the total 3000 student body each year. Among all other standard responsibilities, I also made course schedules for every student each semester, addressed to the student concerns, arranged meetings with students for discussing if they need to change a major, addressed to grade concerns and did program evaluations.

I am not only efficient in performing my duties as an academic advisor but also, I pay close attention to both the needs of the students and my fellow coworker’s needs. I have a habit of giving the other person’s need a priority.

Moreover, I am very good at meeting deadlines. Due to my experience as an academic advisor in (name of the institution), I am well aware of the dedication and the careful planning required to excel as an academic advisor. All my abilities stem from the education I had from (name of your institution/university).

I obtained a degree in (name of the subject). My degree together with my minor in psychology helps me in providing better assistance to the students.

My goal is to be the kind of academic advisor that I would have wished to have in my school life. I am willing to do anything in order to ensure the success of my students.

I would like to appreciate you for considering and reviewing my application. I look forward to learning more about your institution. I am also interested in knowing the responsibilities that academic advisory team has in your institution. At last I would say that my education along with my experience of (number of years) makes me a better candidate for this job. I assure you that I can deliver this role as an academic advisor in the best way possible.

Sincerely,

[Your Name]