

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is regarding the post of a College Advisor at [XYZ organization]. I have a total experience of …… years as an Advisor/counsellor, my skill sets and qualifications match well with the Job Description.

I am passionate about working as an Advisor because of my positive attitude and being detailed oriented. I believe I have the best understanding and network which can be an asset for the organisation as well as for the students. With the overall work experience I have mastered in -

* Administrating aptitude testing and analysing results.
* Navigate and resolve with peers and professors.
* Using Internet Research for finding appropriate post for the organisation as well as for the students.

Given an opportunity, I assure you to give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]

**Robert Smith**

**College Advisor**