**Robert Smith**

**International Student Advisor**

[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 a response to your job posting for the role of International Student Advisor available with your counseling agency. Being a personable and meticulous professional in the same domain, I have earned quite a good experience in counseling international students. I have secured a Bachelor's degree in Psychology that has helped me with a good understanding of relationship-building strategies.

Please have a look at my current set of duties to understand my capabilities:

* Advise the international students about the immigration policies and procedures.
* Maintain and update the students' records.
* Provide assistance in devising and implementation orientation processes for international students.
* Support the implementation of federal programs governing the support of the international students.
* Help in arrangements and organizing of the events and seminars conducted for the international students.
* Counsel the students over employment plans and regulatory requirements.

My superior communication and proven multitasking ability have well-positioned me for the role. I also have in-depth knowledge of immigration policies and know-how of the orientation process to thrive in this position. Therefore, I am confident to add to your agency's success significantly.

Thank you for reviewing my skill set and job responsibilities. I include my resume to offer a sneak peek into my academic and professional background. I would appreciate a personal round of interviews to justify my job qualifications.

Best Regards,

[Your Name]

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