**Robert Smith**

**Peer Mentor**

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[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],

I came across your vacancy for the post of a new Peer Mentor in your academy and I submit my resume for consideration towards the same. My strong understanding of all aspects, hearing skills and patience make me a great candidate for this role. I believe that these qualities in me will put me in good standing with your staff, and students who are to be mentored by me in the future.

My academic record is above average, and my background includes the following –

* Supporting employees, and new students in acquiring the needed skills and helping them achieve them to the fullest.
* While working at \*\*\* as a mentor, disbursed all activities from evaluating individual performances and developing improvement strategies to guiding and offering advice and leading customized coaching sessions.
* Excelled in collaborating with a cross-functional team, thereby demonstrating active listening skills, leading to crossing personal and corporate goals.
* Assisted young students to identify and dealing with anger management, aggressive behavior triggers, and learning tensions.
* Coaching and mentoring more than 500 students in six months to ensure each student performs well academically overcoming their examination fear.
* Coordinated various fun and recreation activities to relieve stress among students mainly as examinations or seminars approach.
* Encouraging a culture of interactive and constructive feedback and performance improvement.

My leadership skills, solid time management, and organizational skills have been finely honed. And add more, all my other qualities will readily translate as I take up the Peer Mentor role in your organization. A chance to speak in person to discuss my qualification would be appreciated. Thank you for your consideration and time.

Sincerely,

[Your Name]