

[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 am writing this letter to apply for the Student Advisor position posted by \*\*\*\* on \*\*\*\*. As a highly educated and student-centric professional with more than 15 years of work experience in providing academic advising and support, I believe that my thorough understanding of anticipating students’ needs and the ability to address each need of every student perfectly aligns with your job requirements.

My background includes supporting students in meetings, meeting the organization’s goals, conducting performance evaluations, and mentoring students as they choose their career paths. My superior communication skills along with my strong motivational skills enable me to excel in this role with \*\*\*. Summary of my relevant qualifications include –

* While working as an Admissions Advisor in \*\*\*\*, I was responsible for developing customer service skills, gained expertise in assessing the student’s needs, and appropriately advised them as they struggle in making academic program/course choices.
* Demonstrable time management skills enabled me to meet stringent deadlines, and achieve department goals wherein I enhanced the admission rate by almost 23%
* Spent the last 3 years working at \*\*\*, and received training in all facets of curriculum advising, and financial aid.
* Possessing certification for attending various workshops on leadership and coaching
* Coordinated with the administrative team to collaborate on registration, class schedule, enrolment, and withdrawal of students.
* Improved student retention by 32% through effective relationship-building talents, and conducting recreational team-building activities.
* Superior communication and multi-language skills – enable me to communicate with traditional, non-traditional, domestic, and international students.
* Earned Master’s degree with an emphasis on Educational Counselling.

My strong academic background coupled with my commitment and passion to achieve the University’s goals prepares me well to extend my record of service to \*\*\*\*. Along with this, I completely understand the importance of maintaining communication with all departments so that the student’s needs are met in a timely and appropriate manner. I would welcome the opportunity to meet you in person so that I can discuss in detail my qualifications. Thank you for your consideration.

Sincerely,

[Your Name]

**Robert Smith**

**Student Advisor**