

Academic Advisor Cover Letter

88510 Blanda Place Dooleyfort, IN 44426-9941

Dear Drew Jacobi,

In response to your job posting for academic advisor, I am including this letter and my resume for your review.

In the previous role, I was responsible for academic advising to student that facilitates student success, persistence, and degree completion in a timely manner.

Please consider my qualifications and experience:

- Experience working in a high traffic service oriented environment
- Experience working with/supporting diverse student populations
- Knowledge of academic standards governing student probation, suspension, and/or expulsion
- Prior experience in academic advising or related field
- Expertise in utilizing TTU's online student records system
- Experience working as an academic advisor
- Teaching experience in a college-level academic and/or English language program
- Cultural expertise, such as extended work or study experience abroad

Thank you for taking your time to review my application.

Sincerely,

Blake Shields