

Academic Advisor Cover Letter

22833 Wehner StreetsLake Mamieside, NJ 20638

Dear Rory Gorczany,

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 specific and intentional academic advising and support to students including those experiencing academic difficulty, reentry, and degree completion.

My experience is an excellent fit for the list of requirements in this job:

- Demonstration of skills working with computers, software packages, and a variety of technological tools, including, but not limited to Microsoft Office, Outlook, and Excel, and information systems
- Experience working effectively with a diverse constituency, such as Deans, department chairs and program directors, administrators, faculty and staff members, and students
- Experience in working with student information systems and databases such as Banner, Blackboard, and Argos
- Experience developing and facilitating a distance learning program or course
- Academic advising experience at the college level, preferably using a faculty advising model
- Experience using customer relationship management (CRM) systems such as Salesforce or Microsoft CRM within a higher education environment
- Experience with university student information systems and course management systems such as Banner (SunGard systems)
- Experience using technology to create a personal connection with students or customers at a distance to assist in solving problems, maintain relationships and motivate students to take action

Thank you for your time and consideration.

Sincerely,

