

Academic Advisor Cover Letter

681 Bernadine DriveMiriamstad, AL 64604

Dear Hayden Hauck,

I am excited to be applying for the position of academic advisor. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for academic advising to students enrolled in online and hybrid programs related to program requirements, such as: explaining degree requirements, assisting in course planning, explaining academic policies, and registration information.

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

- Work experience in international student services
- Experience with Banner, Camtasia, WordPress, and Canvas
- Open to coaching/feedback to enhance job performance
- Experience supporting adult, and part-time learners
- Experience implementing technology to improve business processes and create efficiencies
- Experience creating and conducting webinars and online group advising sessions
- Familiarity with student information systems
- Experience working with CRM/database

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Campbell Gottlieb