

# Academic Advisor Cover Letter

2420 Bins ManorsGleasonchester, AK 27555

**Dear Briar Schmeler,**

Please consider me for the academic advisor opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for academic advice and guidance to students through one-on-one appointments, walk-in meetings, and group sessions on degree programs, academic policies, course schedules, and academic planning.

Please consider my experience and qualifications for this position:

- Experience working with transfer programs and students preferred
- Working in a high traffic service oriented environment
- Proven experience working with enrollment management programs that included orientation, early alert systems, probation and suspension programs, transfer student initiatives, and/or other recruitment and retention activities
- Established skills and experience utilizing technology that support academic advising practices (Banner, PeopleSoft, DARS, CU SIS , document imaging systems , EAB Student Success Collaborative)
- Successful experience working with faculty
- Successful experience enforcing and explaining complex College and University policies
- Significant experience cultivating relationships within the College and with other student and academic affairs units on campus
- Experience in academic advising at the college level, preferably in a business program

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Onyx Mitchell