

Academic Advisor Cover Letter

150 Nicholle Station Lake Joe, MS 09426

Dear Skyler Schneider,

I submit this application to express my sincere interest in the academic advisor position.

Previously, I was responsible for academic advising for undergraduate accounting students; advises on matters of curriculum, course and degree requirements, CPA licensing requirements, transfer credit evaluation, graduation requirements, career opportunities.

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

- Prior experience in academic advising or related field, and knowledge of student development theory
- Experience counseling, coaching, advising, teaching, and/or mentoring college students, specifically college freshmen and transfer students
- Experience or background related to Natural Sciences, Biological Sciences and/or Psychology and Neuroscience
- Significant experience cultivating relationships across campus offices, including but not limited to student affairs
- Knowledge and understanding of academic advising/support for undergraduate students
- Experience working in a higher education environment with diverse student populations
- Experience with computer data entry, Microsoft office suite software, and student database/system software such as SSC-Campus
- Experience with Assessment of advising or special programs

Thank you for taking your time to review my application.

Sincerely,

River Dietrich