

# Academic Counselor Cover Letter

25903 Pagac ForestSchneiderland, OK 20520

**Dear Shiloh Steuber,**

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

Previously, I was responsible for academic counseling to undergraduate students on general education, graduation requirements other related policies and procedures (appointments, walk-ins, and groups) advising.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Familiarity with the unique features of a university community
- Knowledge of the requirements for individual majors, and university programs
- Provide personal advising, academic counseling and coaching to the student participants
- Establish and maintain frequent contacts with program participants in order to ensure they make the transition necessary to adjust academically, socially, and culturally to college
- Develop individual success plans for student participants that involve and address goal setting, academic advising issues, counseling, cultural and social events, tutoring, graduate school preparation, financial aid and major/career decision-making
- Serve as an advocate for students with sensitive issues across campus and throughout the community
- Coordinate a peer mentoring program, including recruiting, selecting, hiring, training and supervising peer mentors
- Maintain a budget and provide oversight for all costs and expenditures for the mentorship program

**Thank you for considering me to become a member of your team.**

