

# Academic Counselor Cover Letter

9132 Leola Square South Dwight, AR 16707-7989

**Dear Onyx O'Reilly,**

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

In the previous role, I was responsible for direction for campus academic and career advising policies and procedures, in collaboration with the colleges and schools, the registrar, and enrollment management.

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

- Design program, including course, service activities and mentoring services
- Oversee the SSS/TRIO Service Learning course and match peer mentors to course sections
- Work with the Center for Service and Learning to work through course details and community service placement arrangements
- Proven track record of managing a successful registered student organization
- A valid Massachusetts Guidance Counselor License
- Demonstrated accuracy and orderly work habits in dealing with large volumes of paperwork and detail
- Proficiency in using personal computer for word processing, data entry, E-mail, spreadsheets, electronic calendar, internet searches, and website maintenance
- Experience working with students or clients through advising, counseling, or coaching

**Thank you for taking your time to review my application.**

Sincerely,

Gray Paucek