

Academic Counselor Cover Letter

98525 Ricky Plaza
South Janae, MA 72415

Dear Sawyer Schneider,

I would like to submit my application for the academic counselor opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for advising to undergraduate students pursuing or considering undergraduate majors, minors or certificates in the Fairbanks School of Public Health.

Please consider my experience and qualifications for this position:

- Knowledge of evidence-based techniques, theories, and trends in personal and educational counseling
- Knowledge of various pedagogical methods, including lecture, group activities, and discussion
- Understand FERPA rules and maintain confidentiality related to student information
- Superior detail, organizational and problem-solving skills
- Experience planning support programs for at-risk students
- Experience working with various software applications
- Experience working with graduate and/or professional students
- Experience working with under-prepared or at-risk students from diverse cultures and life experiences

Thank you for your time and consideration.

Sincerely,

Tatum Dietrich