

# Academic Counselor Cover Letter

330 Schulist Oval West Johnetteport, ID 38880

**Dear Ari Rippin,**

In response to your job posting for academic counselor, I am including this letter and my resume for your review.

In the previous role, I was responsible for one-on-one developmental advising for a caseload of about 350 EOP undergraduate undeclared student; provide one comprehensive diagnosis and needs assessment necessary to determine the academic, personal, financial, career, and cultural needs of project participants; participation in planning, development, and implementation of programming and activities for students; providing personalized advising and counseling for EOP students in areas of academics, career, financial aid, financial management, personal issues, and graduate/professional school; provide regular, high volume drop-in advising hours; Perform outreach and strengths-based advising to students on their advising caseload who are on warning, probation, or who are not meeting continuation requirements.

Please consider my experience and qualifications for this position:

- Knowledge of and understanding of compliance issues relative to students with disabilities
- Able to work both independently and as a part of a team
- Proficient and comfortable with new technologies and modes of service delivery
- Familiarity with higher education, orientation and working with non-traditional students
- Familiarity with technology and online education
- Experience working in a fast-paced and customer service rich environment
- Experience in an educational and/or advisement environment
- Background related to careers associated with the programs within the assigned academic division

**Thank you for your time and consideration.**

