

Academic Counselor Cover Letter

18434 Margareta MountNorth Lannihaven, WY 38053

Dear Baylor Maggio,

Please consider me for the academic counselor opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for one-on-one advising to undergraduates on wide variety of topics including majors and minors, dual majors, studying abroad, degree process, fulfilling requirements, etc.

Please consider my experience and qualifications for this position:

- Know and be familiar with Microsoft office including MS Word, Excel and PowerPoint
- Be comfortable doing research online and elsewhere
- Actively listen and respond to students and their needs (when possible)
- Work collaboratively and take direction, but be able to take initiative and work independently when needed
- Implement the advising component while keeping a keen eye on Metro's larger vision and mission
- Selection or change of major
- Graduation requirements
- Academic preparation and supporting students in college-level Math and English

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Marion Gusikowski