

Academic Mentor Cover Letter

4618 Harris CrestPfefferton, WV 28652

Dear Bellamy Zboncak,

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

In my previous role, I was responsible for products and services that meet the requirements of internal and external customers at all times, and abide by the Company's Common Purpose, Goal, and Guiding principles.

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:

- Openness to learning about academic and student support services and university policies and procedures
- Knowledge of best practices relating to study skills, time management, and college success
- Understanding of healthy boundaries in peer mentoring
- Attends, participates in, and completes all mandatory job training, including but not limited to Employee Orientation and 5-10 additional hours of training
- Adheres to departmental policies, procedures, rules of conduct, and professional guidelines provided in employee manuals and mandatory training sessions
- Independently instructs, teaches, demonstrates, or by other means imparts knowledge to students on a one-one or group basis
- Evaluates student's current level of content knowledge, comprehension, and study skills and makes appropriate recommendations for improvement
- Aids students by utilizing unconditional positive regard, appreciative advising, and solution-focused approaches

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

Sincerely,

