

Academic Mentor Cover Letter

357 Zack Mall Kuphalville, CT 47993

Dear Hayden Romaguera,

I am excited to be applying for the position of academic mentor. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for advice, clarification, and interpretation of the rules, regulations, and procedures of the College and other University divisions to students, family members, faculty and staff members, and to external constituencies.

Please consider my qualifications and experience:

- Establishes rapport with students and respects their right to fair and equitable treatment
- Devises alternate methods when working with students with varying abilities, skill levels, and needs
- Applies and incorporates knowledge and skills obtained through departmental, program, and subject training sessions
- Makes appropriate referrals to on-campus academic support services and resources when needed
- Actively contributes to a team effort and collaborates with fellow students and staff to provide high quality coaching services
- Assists with the development of program materials, such as workshop and guest presentation materials, mentoring notes, flyers, and informational guides/handouts for students
- Participates in the assessment and overall improvement of the Academic Skills Mentoring Program
- Participates in outreach and recruitment events that promote awareness of the CAA and our programs to the campus community

Thank you for your time and consideration.

Sincerely,

