

Advisor, Academic Cover Letter

70118 Tamatha GatewayPort Clarencemouth, NC 78553-9161

Dear Phoenix McDermott,

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

In the previous role, I was responsible for individual and group assistance to students preparing for standardized certification and course exams, addressing study skills, organization, time management, study planning, and test taking.

My experience is an excellent fit for the list of requirements in this job:

- A thorough understanding of student development theory and its application
- Experience with developmental academic advising philosophy
- An understanding of the fundamentals of programming and workshop development
- Organization, planning and project management experience
- Experience working with students and student success initiatives in a higher education setting
- Expert competency in word processing, spreadsheets
- Being flexible to meet the Campus needs
- Work experience utilizing theory-based practices to facilitate student success inside and outside of the classroom

I really appreciate you taking the time to review my application for the position of advisor, academic.

Sincerely,

Dakota Kiehn