

Advisor, Academic Cover Letter

354 Chasidy Village West Laurice, NH 22719-9863

Dear Royal Baumbach,

I would like to submit my application for the advisor, academic opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for individual educational counseling to students addressing areas such as test-taking strategies, time-management, reading comprehension strategies, note-taking techniques and study skills.

Please consider my qualifications and experience:

- Cognos and Banner system training
- Knowledge of Banner System
- Knowledge of Cognos System
- Communicate effectively through letters, emails, and memorandums
- Knowledge of academic advising models and practices and understanding of international education
- Willingness to embrace innovative advising practices through the use of technologies
- Adept at interacting with others in a professional and collaborative manner
- Participation in a study abroad program or international experience

Thank you for considering me to become a member of your team.

Sincerely,

Denver Harber