

Advisor, Academic Cover Letter

440 Demetrice Station Jaeburgh, MT 47438-7982

Dear Shiloh Stiedemann,

I submit this application to express my sincere interest in the advisor, academic position.

Previously, I was responsible for workshops for students addressing topic areas such as test-taking strategies, time-management, reading comprehension strategies, note-taking techniques, and study skills.

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:

- Knowledgeable about FERPA
- Deep commitment to customer service and a team approach to work
- Able to work professionally with the public and with other units of the School and University and to serve as a representative of the Ross School of Business as needed
- Experience in academic advising/counseling in higher education strongly preferred
- Knowledge of and interest in student academic advising and administration
- Previous effective interaction with students in large and small group settings one-on-one
- Familiarity with student registration and graduation requirements
- Experience working with nursing students

Thank you for taking your time to review my application.

Sincerely,

Frankie Runolfsson