

Advisor, Academic Cover Letter

60550 Arron Loop Gonzaloshire, KS 77339-9839

Dear Robin Stokes,

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

In my previous role, I was responsible for one-on-one and small group advisement to students enrolled in residential, online and hybrid programs including but not limited to: Academic counseling, study skills, time management, test taking strategies, and cognitive skills.

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

- Knowledge of and experience using social media to support students
- Successful track record leading yield and persistence initiatives
- Advanced in Microsoft Office suite and Adobe products
- Excellent interpersonal skills, oral and written communication detail oriented skills
- Strong proficiency with software such as Student Success Collaborative, Ellucian, ImageNow, Excel, Access, Powerpoint and Word
- Knowledge of advisement, recruiting, and retention strategies
- Proficiency in Microsoft Word, Excel, and Google email
- Demonstrated experience working with students, faculty, college staff, and community college advisors

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Indigo Nikolaus