

[Acad Advising- Experienced]

Jane Doe  
123 Boulevard  
Chicago, IL 60606  
555-123-4567

October 10, 2011

Academic Advisor Search Committee  
Some State University  
1 University Drive  
Anytown, IL 60400

To the Search Committee:

I am applying to fill the Academic Advisor position that you have posted October 3, 2011 on the Indeed.com website. I have recently completed my Masters degree in Public Administration and I hold a Bachelors degree in Marketing. I believe that my educational background, combined with my extensive work experience, would make me an ideal candidate.

With over fifteen years of academic advising experience at Prairie State College, I have built a solid foundation of counseling, marketing, and sales skills. In this position, I regularly advised an average minimum caseload of five students per day as well as presented workshops and classroom lectures on the different academic programs available. I also found that publishing school wide admissions materials on subjects such as taking graduate examinations and choosing a college major have kept me in touch with, not only the students, but the entire college community.

Learning to listen to the client through empathic listening skills and well researched counseling techniques is my specialty. I look forward to hearing from you at your earliest convenience and I can be reached at 555-123-4567 or by e-mail at [jdoe@email.com](mailto:jdoe@email.com).

Thank you for your consideration.

Sincerely,

Jane Doe