

Heavy Experience Transition

Jane Doe
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Chicago, IL 60609
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October 10, 2008

Career Advisor Search Committee
Office of Career Services
Governors State University
1 University Park Drive
University Park, IL 60466

To the Search Committee:

I am applying to fill the academic advisor position that you have posted October 3, 2008 at the Monster.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 upon 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. 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 708-123-4567 or by e-mail at jdoe@yahoo.com.

Thank you for your consideration.

Sincerely,

Jane Doe