

[Career Transition- Limited Experience]

Jane Doe
123 Boulevard
Chicago, IL 60609
555-123-4567

October 10, 2011

Career Advisor Search Committee
State University
1 University Drive
Universityland, IL 60400

To the Search Committee:

I am applying to fill the Career Advisor position that was posted October 5th, 2011 on the Indeed.com website. I believe that my educational background and work experience would make me an ideal candidate. As an alumnus of the University, I have also gained an understanding of the culture of the university which would provide a stronger insight for your clients.

With over five years of customer service experience at Wachovia Bank in Chicago, I have sharpened my ability to assist clients in prioritizing their needs and customizing workable solutions. In this position, I also managed five office personnel and handled their daily scheduling needs as well as any time management crises in an effective manner. With an educational background in both teaching and career counseling, I believe that I have been trained with the proper tools to assist students both individually and in group settings. Additionally, I have continued my professional development to keep abreast of the latest career trends and assessment tools.

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

Thank you for your consideration.

Sincerely,

Jane Doe