

ACADEMIC ADVISOR

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[hiring.manager@university.edu]

Dear [Mr./Ms.] [Manager's Name],

My name is Shelly Ward, and I'm writing regarding the Senior Academic Advisor position in the Advising Services department at Aspen University. With a background comprising 4 years of academic advising and career counseling, and 5+ years of research and teaching, I bring to your university experience gleaned from nearly a decade in academia.

For the last 4 years, I've been an academic advisor in the School of Business at the University of Alabama (Birmingham). In this role, I've helped close to 600 students, primarily with:

- Adapting to university life by organizing and conducting regular orientation and individual follow-up sessions, especially for at-risk students.
- Providing 1-on-1 academic advising and career counseling in the field of business and management.
- Applying for scholarships, grants, and internships by overseeing and assisting with the application process, with successful students netting benefits to the tune of \$250,000 over 3 years.

Moreover, I played a key part in improving the effectiveness of the "At-risk students dropout prevention and recovery program," which resulted in a 22% reduction in dropouts over the course of 2 years.

Prior to my advising career, I served as a lecturer in the School of Business at the University of Alabama. It was during this time that I discovered my advising skills. Given my approachability, students would bring their academic problems to me, and I derived a sense of fulfillment from solving them or guiding them to the best on-campus resource when I personally couldn't. I didn't think twice about changing careers when an advising position opened up at the university.

I'm excited to speak about this role over the phone or online, but I can also drop by the campus for an in-person interview when I'm in Birmingham next week — whatever works best for you.

Sincerely,

[Your Name]

Sample Email To Academic Advisor

Richard Bailey



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