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Z College
Office of Human Resources
1234 Street
City, State Zip

January 9, 2008

Dear Z College Human Resources staff,

I am writing to apply for the position of Coordinator of Academic Advising which I recently saw advertised on Z College College's Human Resources website. With a graduate degree in the humanities, experience in college level advising, supervisory experience, and a love of the small college atmosphere, I am very interested in this position.

From three years' experience of working in two college's advising systems, I feel I have a solid understanding of college-level advising as well as an ability to learn, implement and maintain institution-specific undergraduate advising policies and practices. At Medium College Advising Center, I gained an understanding of the everyday workings of a very well-organized, coordinated advising system that required my regular communication with faculty, students and my staff supervisor. In this position, I drew on the strong one-on-one academic advising skills I had developed as a graduate student Writing Instructor and Writing Tutor at the Big R1 to promote students' academic success and indirectly to support retention efforts. I found that my own under-preparation for college and two-language immigrant home life helped me to relate well to at-risk students and to link academic advising to non-academic advising when necessary. Additionally, my interdisciplinary background in history, professional training and folklore studies makes me very comfortable working with students across disciplines. In these positions, I also drew on the very strong organizational and communication skills that I developed over six years while working for the Miniature Scholarly Organization and the Medium-sized Scholarly Society to define organizational functions, put together one-time events, and to implement on-going programs successfully.

While completing my Ph.D. studies, I made the conscious decision to pursue the administrative work I enjoy. My position at the Local Non-Profit has been wonderful and I have honed my previously modest supervisory experience in it. Over time, I have realized that the Local Non-Profit needs center on corporate fundraising and that I miss helping students achieve – and enjoy – academic success. For this reason, I wish to move into academic administration, such as that of Coordinator of Academic Advising, and I see my Ph.D. experiences as an added value to my master's level skill set. I will be glad to discuss salary requirements with your office. I would also be happy to provide references from all employers, upon request, and thank you for considering my application.

Sincerely,

Denise Scholar