

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Academic Advisor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Academic Advisor position at Acme Corporation, as advertised on your careers page. With a strong commitment to supporting students in their academic pursuits and a proven track record of enhancing student success, I am excited about the opportunity to contribute to your team and assist students in navigating their educational journeys.

In my previous role as an Academic Counselor at XYZ University, I successfully guided a diverse cohort of over 200 students through their academic programs, helping them to identify and pursue their academic goals. My efforts led to a 20% increase in on-time graduation rates within my advising group, achieved through personalized academic planning and proactive monitoring of student progress. Additionally, I developed a mentoring program that paired upperclassmen with freshmen, which not only fostered community engagement but also improved retention rates by 15% over two consecutive years.

Furthermore, I have collaborated with faculty members to design workshops focused on academic skill development, including time management and study strategies, which received positive feedback from over 90% of participants. My ability to analyze student data and tailor strategies accordingly has empowered students to overcome academic challenges and maximize their potential. I am particularly drawn to Acme Corporation's commitment to student-centered advising, and I am eager to bring my experience in data-driven decision-making and student advocacy to your esteemed institution.

I would love the opportunity to further discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team and supporting your students' success.

Sincerely,

Jordan A. Thompson