

Jordan Lee Carter

January 16, 2026

Acme Corporation

RE: Entry Level Academic Advisor

Dear Hiring Manager,

I am excited to apply for the Entry Level Academic Advisor position at Acme Corporation, which I discovered through your recent job posting on LinkedIn. With a strong passion for supporting students in their academic journeys and a background in educational counseling, I am eager to contribute to your team and help students achieve their educational goals.

During my internship at Greenfield University, I successfully developed and implemented a peer mentoring program that improved student engagement by 30%. By closely collaborating with faculty and student organizations, I was able to tailor the program to meet the diverse needs of students, resulting in enhanced academic performance and retention rates. Additionally, I served as a volunteer academic coach for at-risk high school students, where I helped them navigate college application processes, significantly increasing their acceptance rates into higher education institutions.

I am particularly drawn to Acme Corporation's commitment to fostering an inclusive and supportive academic environment. I believe my skills in communication and problem-solving, combined with my experience in educational settings, make me a strong candidate for this role. I am eager to bring my dedication to student success and my proactive approach to advising to your esteemed institution.

I would love the opportunity to discuss my application further and explore how I can contribute to the success of your students at Acme Corporation. Thank you for considering my application, and I look forward to the possibility of working together to support the academic community.

Sincerely,

Jordan Lee Carter