

Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Academic Advisor

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Academic Advisor position at Acme Corporation, as advertised on your careers page. With a background in academic counseling and a passion for empowering students, I believe I would be an excellent fit for your team. The innovative approach that Acme Corporation takes toward academic advising aligns perfectly with my professional values and aspirations.

During my freelance career, I successfully guided over 50 students through the complexities of higher education. Notably, I developed a comprehensive workshop series on college readiness that received positive feedback from participants, culminating in an increase in their application success rates by 30%. This experience has honed my ability to create tailored advising strategies that accommodate diverse student needs, ensuring they reach their academic goals. Additionally, I collaborated with various educational institutions to implement individualized academic plans, which resulted in a significant improvement in student retention rates.

I am particularly drawn to Acme Corporation's commitment to fostering a supportive learning environment. I am eager to contribute my expertise in advising and program development to help students navigate their academic journeys more effectively. I would love the opportunity to discuss how my background, skills, and passion can contribute to the ongoing success of your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you further.

Sincerely,

Jordan Smith