

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Academic Advisor

Dear Hiring Manager,

I am excited to apply for the No Experience Academic Advisor position at Acme Corporation, which I discovered through your careers page. As a recent graduate passionate about supporting students in their academic journeys, I believe this role provides an excellent opportunity to contribute to student success while continuing to develop my skills in academic advising.

During my time at university, I volunteered as a peer mentor where I guided first-year students through their transition to college life. This experience honed my ability to listen actively and provide tailored advice, as I helped mentees navigate course selections and study strategies. Additionally, I collaborated with faculty to organize workshops focused on time management and effective study techniques, which received positive feedback from participants, enhancing my organizational and communication skills.

Furthermore, I completed an internship with the student affairs office, where I assisted in facilitating orientation sessions for new students. I was responsible for creating informative materials that explained academic resources available on campus. This not only improved my research and presentation skills but also reinforced my commitment to fostering a supportive environment for students.

I am eager to bring my dedication to student success and my proactive approach to the No Experience Academic Advisor role at Acme Corporation. I would love the opportunity to discuss my background in more detail and explore how I can contribute to your team. Thank you for considering my application.

Sincerely,

Jordan Smith