

Jordan Avery Smith

January 16, 2026

Acme Corporation

RE: Promotion Academic Advisor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Academic Advisor position at Acme Corporation, which I discovered on your careers page. With a passion for fostering academic success and a proven track record in student engagement, I am excited about the opportunity to contribute to your team and help students navigate their academic journeys effectively.

In my previous role as an Academic Advisor at Bright Future University, I successfully implemented a new mentoring program that paired upperclassmen with incoming students, resulting in a 30% increase in student retention rates over two academic years. This initiative not only enhanced the students' academic performance but also fostered a sense of community within the university. Additionally, I developed a series of workshops focused on academic planning and career readiness, which received high praise from participants and led to a 40% increase in workshop attendance year-over-year.

I believe that my experience in creating supportive academic environments aligns perfectly with the goals of the Promotion Academic Advisor role at Acme Corporation. I am particularly drawn to your commitment to innovative approaches in academic advising, and I am eager to bring my skills in program development and student engagement to your esteemed institution. I look forward to the possibility of discussing how my background, combined with my passion for helping students succeed, can contribute to the ongoing success of your academic programs. Thank you for considering my application.

Sincerely,

Jordan Avery Smith