

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Relocation Academic Advisor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Academic Advisor position at Acme Corporation, as advertised on LinkedIn. With a solid background in academic advising and a deep understanding of the challenges faced by relocating students, I am excited about the opportunity to contribute to your team and support students in their transitions.

In my previous role as an Academic Advisor at University College, I successfully developed and implemented a comprehensive relocation program that assisted over 150 students from various countries in adapting to their new academic environment. This program not only provided resources for academic success but also included cultural orientation workshops that improved students' integration into campus life. Furthermore, I collaborated with the international student office to streamline the visa process, reducing application turnaround time by 30%, which significantly alleviated stress for students and their families.

Additionally, I spearheaded a mentorship initiative pairing recent international graduates with incoming students to foster community and support networks. This program resulted in a 25% increase in student satisfaction rates according to our annual surveys, demonstrating the positive impact on our students' experiences. My proactive approach and commitment to student success make me a strong fit for this role.

I am eager to bring my expertise in academic advising and passion for supporting relocating students to Acme Corporation. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan Lee Thompson