

Dear Hiring Manager,

I'm writing to express my interest in the Academic Advisor role focused on transfer student support at Metro Community College. Having worked with adult learners and nontraditional students for over four years, I understand the challenges transfer students face when adjusting to new environments.

At Westside College, I developed a transfer orientation series and created personalized transfer pathways, which led to a 15% increase in student retention. My mission is to support smooth academic transitions while helping students feel seen, heard, and set up for success.

Thank you for considering my application.

Sincerely,  
Derrick Caldwell