

Dear Dr. Bennett,

I am writing to apply for the Graduate Academic Advisor position in the School of Public Policy at State University. With a master's degree in higher education and five years of graduate advising experience, I bring both academic insight and administrative efficiency.

In my current role, I guide over 100 graduate students in navigating thesis requirements, internship placements, and faculty relationships. I take pride in fostering professional growth and ensuring that each student feels supported at every stage.

Thank you for your time and consideration.

Warm regards,
Isabella Reed