

Dear Hiring Committee,

I am thrilled to be applying for the Academic Advisor position at Horizon College. With over three years of experience in advising and a background in career coaching, I am thrilled to become a part of your dynamic student support services.

For the job I am presently performing, I advise over 300 students on my caseload to assist them with course planning, academic advancement, and career guidance. I also developed time management and career exploration workshops that boosted the attendance and retention rate of the students.

I am particularly keen on Horizon College's emphasis on the development of the whole person of students, and I am eager to serve this cause.

Sincerely,

Taylor Nguyen