**Eddie Porter**

[Street Address] ⬩ New York, NY 55900 ⬩ CELL: 666-555-4444 ⬩ [Email Address]

**Today’s date**

Mrs. J. Adelman

ABC School

Address, City, State, Zip

**Re: Position of Academic Advisor**

Dear Mrs. Adelman,
Your teacher, Mr. Johnson, suggested that I contact you regarding an interview at your school for the position of academic advisor.

I have always been interested in helping students achieve their potential and find their path in life, and for the past 11 years, I’ve guided more than one thousand students to universities, colleges, and technical colleges where they could make the best use of their talents and preferences.

I hold a Masters in Social Work from New York University.

Please see my attached resume. Some of my work experience rolls include –

* Administrating aptitude testing and analyze the results.
* Advising students as to which fields are most suitable to their personality, capabilities, and life goals.
* Using Internet research to find appropriate post high school frameworks.
* Assisting with applications for federal student financial aid (Pell Grants, College Work Study, SEOG) and private foundation grants, roll play admissions interviews, and facilitate their college enrollment.

I have successfully worked with mainstream students, special education students, and immigrant students.

I would like to continue living my dream of helping students pursue their own dreams.

You can contact me through my cell phone.
If I’m consulting with a student then, my voice mail will pick up and I’ll get back to you within the hour; just leave your name, please.
Looking forward to hearing from you.

**Eddie Porter**

**Enclosure: Resume**