

## ACADEMIC ADVISOR

# Joy A. Wixom

### COVER LETTER

Dear Mr. Thompson,

I am writing to express my interest in the Academic Advisor position at Northbrook University, as advertised on your website. As a recent graduate with a Bachelor's degree in Education from Northwestern University, I am eager to contribute my passion for student development and my strong communication skills to help guide and support students in their academic journeys.

Although I am new to the field of academic advising, my academic background and hands-on experience in student-centered activities have equipped me with the skills necessary to be effective in this role. During my time at Northwestern University, I worked closely with classmates as a peer tutor, helping them navigate coursework, manage time effectively, and explore their academic interests. These experiences allowed me to develop a strong understanding of student needs and gave me the opportunity to refine my organizational and interpersonal skills.


I am particularly drawn to Northbrook University because of its reputation for fostering an inclusive and supportive academic environment. I am excited about the opportunity to contribute to a team that empowers students to succeed academically, professionally, and personally.


Thank you for considering my application. I would be delighted to discuss how my background and enthusiasm for student success make me a strong candidate for this position. I look forward to the possibility of working with you to support the academic goals of Northbrook University students.


Sincerely,

Joy A. Wixom

### DETAILS

 (555) 987-6543

 joy.wixom@email.com

 Northbrook, IL 60062

### FROM

**Joy A. Wixom**

Academic Advisor

### TO

**Mr. David Thompson**

Northbrook University