

Thomas Bradley

Academic Advisor

(618) 555-2345 

thomas.bradley@email.com 

St. Francisville, IL 

To Ms. Jennifer Smith

Harvard University

Dear Ms. Smith,

I am writing to express my interest in the Academic Advisor position at Harvard University. With my background in higher education, strong communication skills, and a deep commitment to fostering student success, I am excited about the opportunity to contribute to your academic advising team.

I hold a Master's degree in Higher Education Administration from the University of Illinois and have spent the last four years working as an academic counselor at a large public university, where I helped guide students through course selection, career exploration, and personal development.

My work has enabled me to assist a diverse range of students in identifying and achieving their academic goals while promoting a supportive and inclusive environment. Additionally, I have worked collaboratively with faculty and staff to ensure that students are provided with the resources and guidance necessary for success both inside and outside the classroom.

Harvard University's reputation for academic excellence and student-centered support is one of the many reasons I am drawn to this position. I am particularly excited by the prospect of working with students who are intellectually curious and passionate about their studies, helping them navigate the complexities of academic life while maintaining their well-being.

Thank you for considering my application. I am eager to bring my experience and enthusiasm to the academic advising team at Harvard. I look forward to the possibility of discussing how my background aligns with your needs and how I can contribute to the continued success of your students.

Sincerely,

Thomas P. Bradley