

[Your Full Name]
[Student ID Number]
[Major/Department]
[Email Address]
[Phone Number]

[Date]

Honors Program Selection Committee
[University Name]
[Campus Address]

RE: Application for Honors Program Academic Mentor Position

Dear Selection Committee,

[Introductory paragraph: State your intent to apply for the Honors Program Academic Mentor position. Mention your current academic standing and your personal involvement with the Honors community.]

[Second paragraph: Detail your academic achievements and specific subject expertise. Explain how your academic background prepares you to assist other Honors students with rigorous coursework.]

[Third paragraph: Discuss your leadership experience, communication skills, or previous tutoring/mentoring roles. Highlight your ability to provide both academic guidance and personal support to peers.]

[Fourth paragraph: Explain your motivation for wanting to serve as a mentor. Describe what you hope to contribute to the Honors Program and how you intend to foster an inclusive, high-achieving academic environment.]

[Closing paragraph: Reiterate your enthusiasm for the role and your availability for an interview. Thank the committee for their time and consideration.]

Sincerely,

[Your Signature]
[Your Printed Name]