

[Your Full Name]

[Your Student ID]

[Your Email Address]

[Your Phone Number]

[Date]

[Hiring Manager Name or Committee Name]

[Office of International Student Services / Department Name]

[University Name]

Dear [Hiring Manager Name or Selection Committee],

I am writing to express my enthusiastic interest in the International Student Academic Mentor position at [University Name]. As a student with a strong background in [Your Major/Field of Study] and a passion for cross-cultural exchange, I am eager to support fellow international students in achieving their academic and personal goals.

During my time at [University Name], I have maintained a GPA of [Your GPA] and have developed a deep understanding of the academic resources available on campus. Having navigated the transition to [Host Country] myself, I understand the unique challenges international students face, including [mention 1-2 challenges, e.g., language barriers or adjusting to new grading systems]. My experience with [mention relevant experience, e.g., tutoring, volunteering, or leadership roles] has equipped me with the empathy and communication skills necessary to serve as an effective mentor.

I am particularly drawn to this role because [mention a specific program or value of the mentorship office]. I am confident that my ability to explain complex concepts clearly and my commitment to fostering an inclusive environment will allow me to contribute positively to the International Student Mentorship team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how I can support the international student community at [University Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]