

[Your Full Name]  
[Your Address]  
[Phone Number]  
[Email Address]

[Date]

[Hiring Manager Name]  
[Athletic Department/Academic Support Center]  
[University Name]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my interest in the Student Athlete Academic Mentor position at [University Name]. With my background in [Your Major/Field of Study] and my commitment to fostering academic excellence, I am eager to support the unique educational journeys of your student-athletes.

In my previous experience as [Previous Role or Relevant Academic Experience], I developed strategies to assist students with [Specific Skill: e.g., time management, objective setting, or subject-specific tutoring]. I understand the rigorous demands placed on student-athletes and am prepared to help them balance their athletic commitments with high-level academic performance.

I am particularly drawn to [University Name] because of your department's focus on [Specific Program Goal or Value]. I am confident that my ability to build rapport and provide structured academic guidance will make a positive impact on your program.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with the needs of the [Athletic Department Name] team.

Sincerely,

[Your Signature]  
[Your Typed Name]