

[Your Full Name]
[Student ID Number]
[University Email Address]
[Phone Number]
[Date]

[Hiring Manager Name/Selection Committee]
[Department Name]
[University Name]

Dear [Recipient Name or Selection Committee],

I am writing to formally express my interest in the Peer Academic Mentor position for the [Department/Program Name] at [University Name] for the upcoming [Semester/Year] term. As a [Current Year, e.g., Junior] majoring in [Major], I have developed a strong academic foundation and a passion for supporting the success of my fellow students.

My interest in this role stems from [Briefly mention motivation, e.g., a positive experience with a mentor or a desire to contribute to the campus community]. Having excelled in courses such as [List 2-3 relevant subjects], I am confident in my ability to explain complex concepts clearly and provide effective study strategies to my peers.

Beyond academic performance, I have developed strong interpersonal and leadership skills through [Mention a specific club, previous job, or volunteer experience]. These experiences have taught me how to listen actively, provide constructive feedback, and remain patient when helping others navigate academic challenges. I am committed to fostering an inclusive and encouraging environment for all students I work with.

I am eager to bring my dedication to academic excellence and my desire to help others to the Peer Academic Mentor team. Thank you for your time and for considering my application. I look forward to the possibility of discussing how I can contribute to the success of the [Program Name].

Sincerely,

[Your Signature/Typed Name]