

Academic Program Manager Cover Letter

665 Marianna Tunnel North Erinview, WV 53524-8338

Dear Corey Satterfield,

Please consider me for the academic program manager opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for instructional leadership support to school-based staff by advising them of the most innovative instructional practices, current educational trends, and educational research.

Please consider my qualifications and experience:

- Able to work with a diverse population across all organizational levels and roles
- Teaching, tutoring, academic coaching or mentorship experience
- Strong management and organizational skills and be detailed oriented
- Willingness to work a non-traditional and shifting schedule including late afternoon and evenings
- Exceptional communication, analytical, organizational, and time management skills
- Teaching experience, particularly in an online environment, preferred
- The incumbent should have experience coordinating tutor training
- A working knowledge of successful recruitment and retention programs for multicultural students is strongly preferred

I really appreciate you taking the time to review my application for the position of academic program manager.

Sincerely,

Zion Ziemann