

Academic Program Manager Cover Letter

86065 Houston Ruelleenhaven, OK 37791

Dear Sutton Buckridge,

I am excited to be applying for the position of academic program manager. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for information and academic advising to current and prospective students, parents, faculty, and others in areas such as academic programs, admissions, financial aid, and career planning.

Please consider my experience and qualifications for this position:

- Knowledge of BI/analytics
- Good knowledge of higher education market
- Good understanding of regional/global business perspective
- Quantitative abilities with Excel
- Self-starter, initiative, project-experienced
- Analytical perspective
- Program-level curriculum development experience
- Clear understanding of user experience best practices, including accessibility requirements

Thank you for considering me to become a member of your team.

Sincerely,

Robin Zulauf