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# Example of Academic Administrator Cover Letter

6355 Darrel Estates  
Deckowfurt, DE 13490-7792

**Dear Shae Cummerata,**

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

In my previous role, I was responsible for leadership in the hiring and performance management of the academic division consistent with core values and the college’s academic standards.

Please consider my experience and qualifications for this position:

* A thorough knowledge of networking concepts, particularly TCP/IP
* A working knowledge of virtual machine environments (ESXi, Hyper-V), server virtualization and storage area networks
* Experienced with IaaS, PaaS, SaaS cloud deployments, database and application layer deployments and enterprise directory services
* Demonstrate superior customer service, discretion, and tact
* Extremely organized and process driven
* Requirement to problem solve and analyze information from various perspectives
* Understanding of pipeline/partnerships desirable
* Strong organizational, administrative, project management, and problem solving skills

**Thank you for taking your time to review my application.**

Sincerely,

Hayden Brakus