

Academic Associate Cover Letter

4104 Devona LakeSouth Margiebury, OK 26540

Dear Ari Satterfield,

I submit this application to express my sincere interest in the academic associate position.

In the previous role, I was responsible for senior-level consult to UAR leadership and university constituents on student-athlete advising by keeping abreast of national and peer-institution trends in and best practices for student-athlete advising.

Please consider my experience and qualifications for this position:

- Microsoft Office and SharePoint
- Experience in drafting accurate and effective letters and various written materials
- Experience in handling sensitive or confidential information
- Experience in using PeopleSoft and Microsoft Office applications
- Demonstrated knowledge of customer service practices and principles
- Demonstrated experience to motivate faculty and lead teams in a dynamic environment
- Demonstrated experience with and/or commitment to diversity / inclusivity in the academic environment
- Be able to articulate his/her philosophy regarding academic advising and provide evidence of being student-learning centered

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

Sincerely,

Azariah Beatty