

Academic Associate Cover Letter

10318 Clemente FortNorth Aja, FL 89488

Dear Azariah Reinger,

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

In my previous role, I was responsible for leadership and guidance in analysis, review, creation and interpretation of student policies and procedures for non-cadets.

Please consider my qualifications and experience:

- Have strong organizational skills, with a particularly focus on prioritizing tasks, time management, and follow-through
- Be comfortable using multiple mediums to communicate with students, faculty, and staff members
- Be able to exercise sound judgment to problem solve independently within organizational guidelines and policies
- Be a creative team member
- Be flexible in work assignments and work hours (including being available some evenings and weekend)
- Have strong technological skills and experience with multiple software platforms
- Communication skills sufficient to clearly and concisely articulate ideas, concepts and proposals and to interact with a wide range of diverse people
- Superior proficiency in Word, Excel, Adobe and database systems

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

Sincerely,

Finley Turner