

Academic Associate Cover Letter

8839 Cummings Squares New Garretmouth, NC 42377-1650

Dear Campbell Langosh,

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

In my previous role, I was responsible for necessary education and materials to managers and employees to facilitate knowledge and proficiency in student employment and human resources policies and procedures.

My experience is an excellent fit for the list of requirements in this job:

- Respond to APA requests as part of program accreditation process
- Excellent record of teaching, research and service in a hospitality management discipline
- Basic understanding of NCAA continuing eligibility standards
- Demonstrated understanding of Microsoft Office, including word-processing, spreadsheets, and databases
- Willingness to help others in myriad initiatives
- Strong office applications and database management skills
- Knowledge of upper level university/college operations
- Extensive experience in academic administration, policies, and procedures

Thank you for taking your time to review my application.

Sincerely,

Spencer Hilpert