

Academic Coach Cover Letter

475 Tynisha ThroughwayLakinview, NC 16292-2777

Dear River Hermiston,

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

In my previous role, I was responsible for exceptional academic coaching to students in general content areas including math and writing skills as well as assigned content area (ex: chemistry, algebra, anatomy, physiology).

Please consider my experience and qualifications for this position:

- Demonstrated experience with program development, implementation and assessment at the university level
- Knowledge of student development theory & concepts
- Experience navigating the Financial Aid process for undergraduate students
- Skills in database, spreadsheet and word processing applications
- Focused attention to detail and a high standard of excellence
- Experience in academic success and mentoring programs
- A portfolio that describes student success and mentoring programs that they have developed or contributed to
- Prior work experience in higher education preferred

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

Sincerely,

Zion Lowe