

# Academic Coach Cover Letter

4057 Carlotta Extension West Kris, VA 57263-4012

**Dear Denver Kling,**

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

Previously, I was responsible for math curricular and pedagogical leadership for the team, including leadership on cognitive and learning science and equity in math education.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Knowledge of APA format, online research and basic math
- Knowledge of graduate admissions procedures
- Demonstrated commitment to the goals and objectives of the Ronald McNair program
- Previous academic advising or other experience in higher education students services
- Previous experience with online learners, community college students and/or non-traditional adult learners
- Previous experience in a corporate or business environment
- Demonstrated experience with Microsoft Office suite (Excel, Access, and PowerPoint)
- Experience working with military or veteran learners, and adult learners, on-ground and online

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

Sincerely,

Phoenix Douglas