

Academic Coach Cover Letter

2866 Delbert Station Kenyettashire, MA 91457-3384

Dear Shiloh Kertzmann,

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

In my previous role, I was responsible for proactive outreach and academic coaching for students and helps them to persist by addressing individual learning needs.

Please consider my experience and qualifications for this position:

- Experience working with college students in a counseling/advising role to include assisting with the planning and development of academic and life skills pertinent to attending college
- A highly motivated, empathetic person with strong interpersonal, written and oral communication skills
- Experience working with students and/or clients using advising/coaching theory and techniques
- Competence in presenting in front of large and small groups
- Proficient in software applications such as Microsoft Office
- Awareness of FERPA and ethical principles in working with students
- Working knowledge of federal regulations such as Family Education Rights and Privacy Act (FERPA), and Americans with Disabilities Act (ADA) as it relates to student accommodation
- Experience in resolving academic issues that also involve the vocational and life goals of the student

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Gray O'Conner