

# Academic Coach Cover Letter

869 Corwin ForkNorth Ericview, NE 36774

**Dear Phoenix McCullough,**

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.

Previously, I was responsible for academic counseling, coaching, and advocacy for participants including assessment of academic needs, creation of a student action plan, monitoring of academic growth, and appropriate interventions and referrals to additional services.

Please consider my experience and qualifications for this position:

- Demonstrated proficiency in using online tools and applications
- Professional verbal and writing skills
- Comfortable with online and telephone communication with customers
- Tutoring experience or experience as a school or classroom aid
- Experience working with diverse students as demonstrated by cover letter and resume
- Excellent written communications skills as demonstrated by cover letter and resume
- Academic Coaching Certification in higher education administration, student personnel or related field (CRLA/ATP/NCLA)
- Excellent oral communication skills as demonstrated through past experience and/or interview

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Briar Ziemann