

Academic Coach Cover Letter

5841 Spencer PlainsLebsackburgh, MS 95835

Dear Avery Fahey,

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

Previously, I was responsible for academic coaching (time management, goal setting, learning strategies, etc.) to diverse student populations; assist students in the resolution of academic problems;.

Please consider my qualifications and experience:

- Proficient in use of Microsoft Office products and some familiarly with web-based retention software such as Starfish or Grades First
- Demonstrate flexibility within the work environment
- Consistently make mature, common sense decisions based on current and/or available knowledge
- Display a cooperative and approachable attitude and demeanor
- Communicate by effective writing, listening and speaking
- Display ambition, assertiveness, confidence, and leadership
- Demonstrate a working knowledge of SSS and TRiO programs
- Work well independently, as a team member, and in large group settings, and utilize common resources, personnel, and technology

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

Sincerely,

Emery Harber