

# Academic Coach Cover Letter

23710 Konopelski WalksSouth Jimfort, IA 69179

**Dear Stevie Marvin,**

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

In the previous role, I was responsible for general administrative and supervisory support for services within the Office of Credentials and Academic Services to include regular coaching and training of Office staff and oversight of the Office budget.

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:

- Skill to work both independently as a team member
- Sensitivity to the needs of students from diverse backgrounds
- Demonstrated expertise with Microsoft Office products
- Demonstrated knowledge of graduate level statistics
- Work experience in a related field (Business or Economics)
- Corporate or recruiting background
- Global/study abroad experience or experience working with international populations
- Conversational proficiency or demonstrated exposure to Mandarin

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

Sincerely,

Tatum Botsford