

Academic Director Cover Letter

9453 Aldo SpringsEstebanland, AR 78864-5236

Dear Drew Blanda,

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

In my previous role, I was responsible for guidance to prospective students about admissions status, policies, and programs via telephone, email, mail, and face-to-face.

Please consider my experience and qualifications for this position:

- Experience working with and managing contracts preferred
- Demonstrate in-depth knowledge of language and educational research and assessment theories and practices
- Demonstrate both quantitative and qualitative research skills
- Strong organizational skills and able to handle multiple tasks and meet deadlines
- Advanced skills in SPSS and/or SAS
- Experience teaching English for Academic Purposes, English Specific Purposes, or writing courses for students at the undergraduate or graduate level
- Understanding of or experience working with academic research culture in higher education environments
- Understanding of or experience working with funding opportunities, academic peer review processes and practices, academic publishing, ethical requirements in relation to research

Thank you for taking your time to review my application.

Sincerely,

Avery Yost