

Academic Mentor Cover Letter

36733 Nicolas PlainsSouth Rebeca, AZ 88432-9680

Dear Marion Borer,

I would like to submit my application for the academic mentor opening. Please accept this letter and the attached resume.

Previously, I was responsible for support for a variety of departmental initiatives for targeted populations such as living-learning communities, leadership and peer educator programs, various scholarship and access programs, or similar student success strategies.

Please consider my qualifications and experience:

- Attends scheduled Mentor meetings with supervisor, observes and evaluates coaches to improve skills and understanding of coaching process, participates in planning and leading meetings/training sessions for other mentors
- Helps to develop projects that assist program with outreach and marketing, resource development, and mentor training development
- Presents Guest Presentations and/ or workshops related to areas of program support as needed
- Teaching experience and/or experience within an educational setting
- Show a professional presence in dress, speaking, handwriting, and use of personal cell phone during working hours
- Experience working with students in an academic environment
- Willing to work non-standard hours
- Experience in the education system

I really appreciate you taking the time to review my application for the position of academic mentor.

Sincerely,

Marion Adams