

Academic Program Coordinator Cover Letter

2871 Stark LightNorth Dixieton, TX 83401

Dear Rowan Bednar,

I am excited to be applying for the position of academic program coordinator. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for prospective students with University information regarding college admissions, application and admissions processes, available undergraduate programs, departmental and faculty contact information, State and University program requirements, and other available resources (i.e., health/wellness, academic support, and student organizations).

Please consider my qualifications and experience:

- Knowledge of proofreading marks
- Understanding of web content structure and organization
- Self-starter with strong management/ organizational skills
- As MBA Student & Academic Services (SAS) team member, participates in departmental goal-setting processes and implementation of priorities
- Serves on MBA Program-wide task forces and committees
- Prepares invoices for payment and enters and maintains budget records in QuickBase
- A representative example includes assuming responsibility for the planning and execution of a foreign faculty summer institute
- Support K-12 Engagement initiatives

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

Sincerely,

Jordan Kulas