

Academic Program Director Cover Letter

433 Racheal Hollow Shirleyshire, NE 31795

Dear Robin Kuhlman,

In response to your job posting for academic program director, I am including this letter and my resume for your review.

In my previous role, I was responsible for oversight and supervision for institutional planning, assessment, research, evaluation strategies, trend analysis for environmental scanning, and accreditation processes.

Please consider my qualifications and experience:

- Demonstrated problem-solving, decision-making, and creative-thinking abilities
- Demonstrated tact, patience, and diplomacy, particularly with non-native English speakers
- Demonstrated international outlook
- Evidence of having a hands-on approach to academic delivery and student services
- Demonstrated understanding of class management tools including databases, Microsoft Office programs, course management systems, and forms of media to support an interactive and student-centered classroom instruction
- Experience working within an educational collaboration and/or a complex organization
- Supports student success, and core values of the University
- Strong research methodology and statistical experience

Thank you for taking your time to review my application.

Sincerely,

Emerson Weissnat