

Academic Program Director Cover Letter

164 Lesa AlleyReichelbury, MI 06630

Dear Marion Kivalis,

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

Previously, I was responsible for guidance and support for the College's continuous improvement initiatives, as well as state and national accreditation requirements.

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:

- Successful experience in educational leadership and administration in PK-12 Catholic school settings and skilled teaching experience in online environment (preferred)
- Successful teaching experience at the graduate level in courses that serve educational leadership students, particularly in Catholic education
- Commitment to LMU and School of Education mission
- Experience in student performance assessment implementation and data analysis
- Experience in training faculty
- Experience working with local public school systems
- Excellent presentation skills and public speaking
- Some evening board and committee meetings

Thank you for considering me to become a member of your team.

Sincerely,

Tatum Hermiston