

# Academic Supervisor Cover Letter

453 Brendon Junction New Chuck, TX 83135

**Dear Finley Skiles,**

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

In the previous role, I was responsible for academic advising, career counseling, success coaching, and other support services to help students develop an educational plan to achieve their intended learning and career goals.

My experience is an excellent fit for the list of requirements in this job:

- Working with academically underprepared and/or economically disadvantaged adults
- In a role providing either clinical/counseling, case management, academic advisement, student support services, or career services
- Experience using Customer Relationship Management systems (SalesForce)
- Experience leading teams or supervisory role
- Experience in people management (hire/evaluate/develop)
- Experience with data visualization, effective reporting
- Experience in online higher education
- Frequently reaches, lifts, shakes, stirs, pours, carries and pushes

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

Sincerely,

Blake Zboncak