

Academic Supervisor Cover Letter

361 Wilkinson BrookDorseyfort, NM 26592-6461

Dear Justice Greenfelder,

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

Previously, I was responsible for academic success coaching (time management, goal setting, study skills, learning strategies, etc.) to diverse student populations; assist students in the resolution of academic problems; teach students strategies for learning;

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:

- Additional duties as assigned by Retail Manager
- Previous convenience store or supermarket experience
- Prior experience in writing program administration and supervision preferred
- Experience with media (film, photo, animation, sound, etc) production in as wide a context as possible
- Knowledge of digital cinema workflows, from camera to post production
- State-recognized certification in Educational Administration, Educational Leadership, or Educational Supervision
- Prior experience working for higher educational institution
- Knowledge of Banner, EAS, Kronos and other systems used by the university

Thank you for your time and consideration.

Sincerely,

Oakley Pollich