

Academic Supervisor Cover Letter

97906 Conroy Crescent
Brandonborough, NC 23913

Dear Ari Schmitt,

Please consider me for the academic supervisor opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for consultation to academic unit faculty leaders and student services staff on implementing best practices related to academic advising and retention.

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:

- Prior experience working in Advising, Admissions, or a Registrar's Office
- Prior experience with Banner, TargetX, Thoughtspot, Smartsheet
- Tech savvy, critical-thinker who learns new systems quickly
- Prior experience serving as a team lead or manager
- Prior experience with managing projects or process improvement
- Demonstrated competencies and advanced knowledge in theories of multicultural counseling, learning, identity development, human and career development
- Knowledge and experience in working with historically underrepresented ethnic minority communities, first generation college students
- Proficient experience working with a variety of software applications, including word processing, spreadsheet, and presentation software

Thank you for taking your time to review my application.

Sincerely,

Phoenix Jacobson