

Academic Supervisor Cover Letter

66154 Arden Turnpike
Adamsmouth, OH 95887-3220

Dear Bellamy Hahn,

I am excited to be applying for the position of academic supervisor. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for leadership for high school principals to ensure appropriate placement of students in special education, English as a Second Language, Pre-Advanced Placement, Advanced Placement and Gifted and Talented.

Please consider my experience and qualifications for this position:

- Knowledge and experience in Human Resources practices
- Proven skill and knowledge to effectively supervise staff including analyzing workflow, delegating and reassigning tasks, monitoring production and quality of work, setting performance standards, assessing individual capabilities and workloads, and conducting performance evaluations and corrective actions
- Demonstrated knowledge of unit academic culture and educational goals of discipline(s) served
- Strong analytical, organizational, problem solving, negotiation and decision making skills
- Proficiency using computer systems and applications, word processing, spreadsheets and presentation software
- Prior experience in a phone queue/call center preferred
- Proven leadership capabilities preferred
- Strong understanding of Google Business and Microsoft Office suites

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

Sincerely,