

# Academic Supervisor Cover Letter

7428 Kihn LoafWinniestad, OR 37699-3681

**Dear Drew King,**

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

In my previous role, I was responsible for leadership in the administration of academic advising and counseling services, developing and implementing academic advising guidelines, processes, and protocols, and ensuring services and practices are student-centered.

Please consider my qualifications and experience:

- Experienced musician (pianist preferred)
- Experience with basic lighting design preferred
- State-recognized certification in Educational Administration, Educational Leadership, or Educational Supervision preferred
- Proficient in the use of Peak Brightspace, Online School, Online Middle/High School, Totalview School and CAP
- Proficient and consistent use of Salesforce and Service Cloud
- Familiarity with undergraduate recording engineering and production curriculum, as recording studio operations, is preferred
- Prior experience working with Banner and Cognos preferred
- Prior experience using data to inform process improvement or enhancement efforts preferred

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

Sincerely,

Briar Williamson