

# Academic Supervisor Cover Letter

93801 Collier Branch New Kelvinbury, MT 72943

**Dear Tyler Reynolds,**

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

Previously, I was responsible for success strategies to students who are identified as high risk (success semester, academic warning, and academic probation).

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:

- Experience and skill to routinely monitor production and quality of work being produced by staff and set performance standards, observing behavior, providing objective feedback, counseling, and implement corrective action as needed to mediate disputes or otherwise help to resolve conflicts and to provide effective leadership/coaching/mentoring
- Experience in establishing and implementing short and long term program goals and objectives
- Experience in planning, developing, and administering evaluative instruments for measuring program effectiveness
- Extensive experience in multicultural competencies, and personal and academic crisis intervention
- Advanced knowledge of research methodologies and research designs
- Knowledge in the methodologies used to enhance student achievement, such as collaborative teaching/learning models, strategies for effective counseling and peer mentoring, small group facilitation and training, coaching, mentoring and advocacy
- Thorough knowledge of and experience in conflict management and intervention strategies
- Advanced experience in group dynamics, facilitation, and training

**Thank you for considering me to become a member of your team.**

