

Accreditation Manager Cover Letter

735 Jacobs Street
Tombulburgh, MS 21613

Dear Baylor Weber,

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

In my previous role, I was responsible for leadership to district and college administration in the development, production, delivery and continuing evaluation of the accreditation model.

My experience is an excellent fit for the list of requirements in this job:

- Requires BA/BS in a health care field
- Demonstrated knowledge in the areas of research methods, assessment, and accreditation
- Familiarity with the academic enterprise within a university and demonstrated knowledge of key issues, concepts, trends, and policies in higher education
- Exemplary communication skills (both written and oral) evidenced by the preparation of research reports, executive summaries, slides, and handouts that present technical information in an easily understood fashion
- Demonstrated computer competency including various software packages and applications
- NCQA accreditation survey process experience and managed care experience highly preferred
- Acts as a consultant to departments and leads the development of compliance strategies
- NCQA and URAC accreditation experience strongly preferred at the Consultant level or Successful NCQA/URAC accreditation process completion and continuous process improvement experience in an NCQA/URAC setting highly preferred at the Manager level

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

