

# Accreditation Manager Cover Letter

7773 Mina Streets West Carlynport, OH 78964-9915

**Dear Alexis Connelly,**

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 the previous role, I was responsible for education to staff and business owners on accreditation standards and provide timely updates to affected departments.

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

- Experience aligning resources to operational needs
- Able to manage multiple priorities and meet tight deadlines
- Proficient in Microsoft suite of products including Word, Excel and PowerPoint
- Possess a high level of professional skill and contextual knowledge in educator preparation
- Experience in statistical and technical skill to develop/design, plan, coordinate, and execute data collection and provide analysis and/or reports
- Proven experience in people management, Strategic planning, risk/change management
- Excellent communication skills and includes both verbal and written
- Successful NCQA accreditation process completion and continuous process improvement experience in an NCQA setting highly preferred

**Thank you for taking your time to review my application.**

Sincerely,

Corey Considine