

# Assistant Director, Development Cover Letter

2394 Rogahn ExtensionsMcKenziemouth, AR 81544

**Dear Dakota Kovacek,**

Please consider me for the assistant director, development opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for strategy, guidance, and direction in support of the mission, vision, values, and goals of DU Advancement and the University of Denver.

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

- Experience with coaching undergraduate students in individual and group settings
- Experience working with online career management platforms (e.g., Handshake, Symplicity) Background and experience collecting and evaluating appropriate quantitative and qualitative data for program improvement
- Experience in the Consulting and/or Health Sciences industries or working with consulting or health sciences focused students preferred
- Familiarity with the Family Educational Rights and Privacy Act (FERPA)
- Experience with academic evaluation reports, transcripts, and other student records
- Demonstrated experience as an effective advocate for students
- Proficiency with Blackboard and the use of various social media job platforms such as LinkedIn
- A proven track record in sales or fundraising is preferred

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

Sincerely,

Azariah Considine