

Dean Cover Letter

130 Schuppe Heights South Margherita, SD 21378-2337

Dear Baylor Cormier,

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

In the previous role, I was responsible for leadership in and is responsible for the development, implementation and evaluation of policies and regulations pertaining to the student experience.

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:

- MS Office Suite, ERP and/or MRP software
- Experience purchasing castings, motors, and machined components
- Valid Illinois Department of Education Teaching Certificate
- A valid Illinois driver's license
- Facilitates student success by executing the short and long-term group strategic plans
- Serves as the Identified highest ranking official for students at a center, ensuring a positive student experience with the ultimate goal of high student engagement
- Leads the Center Operations Support team comprised of 2 direct reports on average and manages the attraction, retention, performance, and development of all Operations Support colleagues at the Center
- Provides oversight of processes, internal controls, and performance management to ensure organizational policy adherence and regulatory compliance

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

Sincerely,