

Education Cover Letter

4008 Monahan Inlet Lake Darnell, OK 40030-9548

Dear River Wyman,

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

In the previous role, I was responsible for administrative support in the development and maintenance of new and updated policies, procedures and practices, as needed.

Please consider my qualifications and experience:

- Experience working as a Technical Instructor
- Lead specialized classroom learning activities
- Develop SCORM compliant e-learning content
- Present in a variety of settings to a variety of audiences – technical, non-technical, executive teams
- Handle multiple customers/projects at one time
- Maintain awareness of new educational strategies, and knowledge of best business/learning practices
- Work within a team environment where sharing of knowledge is key to the group's overall success
- Be creative when faced with hurdles

I really appreciate you taking the time to review my application for the position of education.

Sincerely,

Alexis Williamson