

# School Administrator Cover Letter

91252 Bart GroveBuckridgemouth, MA 00552

**Dear Riley Wintheiser,**

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

In the previous role, I was responsible for education to faculty on grant policies, procedures, and regulations; interpret University, federal, and sponsor policy in order to educate and provide a clear understanding of the rules as well as the reasoning behind those rules to faculty and staff to ensure compliance and to ease the process of applying for, performing the work of, and closing out grants, contracts, and other awards.

Please consider my qualifications and experience:

- Independence of Action Level (Intermediate)
- Proficient in use of computers including Microsoft Office programs
- Knowledge of JDE and RTP, preferred
- Broad technical knowledge of all aspects of accounting
- Self-motivating, independent worker
- Knowledge of a regional language and/or interest in Eurasia and Eastern Europe preferred
- Budget and finance/accounting experience preferred
- Travel up to 4 times a month from July through October for hiring events

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

Sincerely,

Hayden Nienow