

School Administrator Cover Letter

12719 Gustavo TunnelJohnaview, AK 95918-3318

Dear Tatum Wunsch,

I submit this application to express my sincere interest in the school administrator position.

In the previous role, I was responsible for academic leadership to develop innovative, flexible academic programs and recruiting initiatives to grow the Graduate School and the academic and research enterprise at Montana State University;.

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:

- A strong orientation to detail, deadlines, and customer service
- Understands and works collaboratively to facilitate leadership and personnel development
- Acts as a catalyst for organizational change
- Sets ambitious goals and achieves results in the face of challenges and setbacks
- Exhibits proficiency in technical and business writing
- Interpersonal skills to effectively communicate with senior management and staff within the institution
- Demonstrated leadership and managerial skills with strategic planning processes
- Knowledge and practical application of accounting principles and federal/state regulations, such as State of Colorado guidelines, relevant OMB Circulars, and Federal Acquisition Regulations

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

