

Your Name
Your Address
Your City, ST, Zip
Your-Phone-Number

Outside Company Title
Outside Name Title
Outside Address
Outside City, ST, Zip

Dear Mr. Grey,

Greetings! I am writing with great interest in the Interim Dean of Academic Affairs position.

In addition to having 10 years of experience in management, I have nearly 3 years experience teaching at the college level. Throughout my corporate experience, my tasks involved planning, leading and organizing the department I work in, which included candidate placement (hiring, evaluating, promoting), discipline, motivation, morale, and technology enhancement. I became known for having an efficient and strong work ethic, excellent interpersonal skills, and a heightened sense for selecting the right people to perform at high levels.

In addition to actual teaching experience, I have always been active in department management, planning, and forecasting. Here at Collegeville, I am the Phi Theta Kappa advisor, and have been in discussions with the BUSO department to help grow and expand its reach. In addition, I have been a presence at numerous recruiting events for any campus I have been involved at.

I possess a B.S. in Marketing, and an M.A. in Management, and am beginning pursuit of an Ed.D. in Higher Education Leadership with St. Mary's University. I also will be certified in Leadership by the renowned Phi Theta Kappa Leadership Development Program this summer.

I am a passionate, driven person with high aptitude for quickly mastering management roles and tasks. Please review my attached resume and contact me for a personal interview in the near future. If you are interested in calling me, do so by dialing 507-319-0481.

I appreciate the time and effort you will put into this process, and thank you for considering my application.

Sincerely,

Your Name After Signature