|  |  |
| --- | --- |
| **robert smith****Academic Coordinator** | Phone: (123) 456 78 99Email: info@qwikresume.comWebsite: [www.qwikresume.com](http://www.qwikresume.com)LinkedIn: linkedin.com/qwikresumeAddress: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This is in reference to my job interest for the position of Academic Coordinator at [XXX School]. I have a Master's degree in Education from the University of ABC and have been working at [YYY Institution] as an Academic Coordinator for more than 4 years. I believe I can contribute significantly to your institution.

[XXX School] is one of the oldest schools in our country. With a rich history of academic excellence, it is responsible for providing education to an innumerable number of students over the years. Being part of such an institution would be my privilege.

I am very efficient at communicating with students from backgrounds and help them achieve the desired academic results. Currently, at YYY, I work with students, faculties, and parents to foster a positive attitude for the students. My current responsibilities include:

* Assist students with course selection, study habits, and career selection.
* Assist faculty in planning learning schedule for students.
* Assist in the development of training programs and modules.
* Coordinate with centre coordinators and teachers to develop lesson plans and materials.
* Teach students and school staff about certain topics, such as drug abuse, bullying, and planning for college or careers after graduation.
* Develop and manage a comprehensive academic support program.

I am an expert communicator and a proficient multitasker, with high-quality decision making and time management skills. My track record is an affirmation of the milestones that I have completed throughout my career. I am perfectly suited for the published job as I have all the necessary skills and experience to excel in this role.

Thank you for your time and consideration.

Sincerely,

[Your Name]