
COVER LETTER

[Date]

[Contact Name, Title]

[Company]

[Address]

[City, State Zip]

Dear Mr. or Ms. ([Contact's Last Name](#)): or Dear Hiring Manager:

As an experienced and highly successful professional with strong leadership and analytical abilities, along with a proven track record of spearheading all aspects of professional learning, student career development, and academic support delivery to meet student achievement goals, it is with great interest that I am contacting [Employer Name] regarding your opening for a new [Position Title].

Throughout my career, I excel at planning and implementing strategies to drive student progress related to academics, career development, and learning while ensuring outstanding career growth. Working as an Adjunct Instructor at South University, I was accountable for supporting college students in future career goals and life-long learning by developing effective strategies and community resources. I am widely commended for remarkable results in areas of curriculum preparation, business growth, emotional intelligence strategies, and relationship building.

My leadership style focuses on engaging team members to communicate, dynamically solve problems, and deliver the highest quality solutions. Recognized as an engaging and articulate communicator, I am able to clearly convey complex information and propose novel solutions to build a positive working relationship.

A small selection of my key accomplishments includes...:

- Improved student skills in areas of business and leadership by designing effective lessons.
- Possess extensive years of successful classroom experience with numerous Georgia Teaching Certificates.
- Received multiple awards for giving outstanding performance within customer services.

My resume is enclosed for your review and consideration. I would appreciate the opportunity to meet with you and discuss how my qualifications will be beneficial to your organization's success. If you agree that an interview could be to our mutual benefit, please contact me at the telephone number listed above or via email. I will also follow up with you directly in the next few days, regarding the position.

Warm Regards,

Natasha B. Vanell

Enclosure: Resume