

September, 2016

Dear Sir, Madam

It is my pleasure to submit my Cover Letter for a position advertised at your educational institution.

- I have 14 plus years in Educational Leadership and Administration experience.
- I am proficient and possess skills and Knowledge of the latest technology in industry or field
- I have experience in leading diversified and cultured individuals and have an increased awareness of student problem solving skills.
- I have excellent communication as well as online/blended and written skills.

My experience in Higher Education has prepared me for Campus Effectiveness Plans, IDEA and State surveys, Faculty management and evaluations, financial budgets and Student Retention initiatives. I have led many implementations to include Cloud Based Applications campus wide, Flipped Classrooms and Project Based Learning. I have participated in numerous committees to include Continuous Student Review, Faculty Training and Development, Community and Program Advisory Review, Budgets and Grant Review, Financial Aid and Veterans Benefits Review, Student Complaint Review etc.

You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with your institution?

If you would like to discuss my accomplishments and how I may be a fit for your organization, I am available for an interview, between the hours of 9:30am-6:30pm Monday through Friday by calling at 954-257-1377.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Dr. Dawn Lydia Piper

