

Abraham Lincoln, MBA

Somewhere, VA • Abrahamlincoln@gmail.com • 123-456-7890

31 January 2022

Dear University of Scranton:

Offering a strong history of organizational redesigns, process improvements, and program analyses makes me confident that my skill set and background align perfectly with your need.

I possess a comprehensive understanding of regulatory, organizational, and people management practices in government, healthcare, and military settings. Offering a strong history of organizational redesigns, process improvements, and program analyses, I am confident that my skill set and background align perfectly with the university's need of an adjunct faculty member to teach in the MBA program.

In addition, I have industry experience that enhances the classroom environment. I come with 20+ years of professional practice in business and administrative management and 10+ years of experience teaching traditional and non-traditional students within higher education institutions.

The University of Scranton can trust in my ability to meet and exceed expectations.

A snapshot of my success includes:

- Engage students through frequent interaction motivating academic success; convey a genuine enthusiasm for learning; guide students in active collaboration and the application of learning in problem/ project-based demonstrations.
- Demonstrate relevant and current subject-matter expertise, and help students connect concepts across the program; provided rich and regular constructive feedback, utilizing rubrics effectively for the assessment of students' work.
- Develop curriculum and objectives, and measures to assess course effectiveness; employ effective planning processes and strategies that access program outcomes against established learning outcomes.
- Submit grades for assignments, discussion boards, and exams via Blackboard and Learning Management System (LMS); provide routine feedback to students and maintain/ report student grades and attendance in accordance with university policies. Evaluate student performance based on course deliverables and rubrics; complete course assessment activities.

I look forward to speaking with you to learn more about your goals for the Adjunct Faculty position and how I may contribute toward them. Please contact me at Abrahamlincoln@gmail.com or 123-456-7890 to schedule an interview.

Until then, thank you for your time and consideration.

Sincerely,

Abraham Lincoln
Attachment: Resume