

Adjunct Professor Cover Letter Sample 2

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Tyler Rakers

Business Department

Oakville Community College

4365 Fly Avenue, Nashville, Tennessee 15901

Dear Mr. Rakers,

I am applying for the position of adjunct business professor, as advertised on Oakville Community College's website. With ten years as an adjunct professor and twenty years as a Certified Public Accountant, I will bring to the position both classroom and hands-on business experience. I look forward to sharing my experience and passion for teaching with the students at your college.

In my current position, I organize and teach a variety of courses in accounting and business administration. I also maintain student records regarding attendance. On a regular basis, I conduct assessments and tests designed to test the students' knowledge of the material. Part of my responsibilities also involves developing and implementing new strategies to include the newest technology in order to demonstrate how important technology is to the business industry.

For the past two years, I have earned the "most dedicated teacher" award in my department. These awards are based upon both student evaluations and the recommendations of fellow professors in the department. I have served as an academic adviser on four senior research projects. As an adviser, I review the students' potential research projects. I make recommendations on how they can improve their projects, based on my hands-on experience as a business professional. I also write several letters of recommendation for students seeking to gain entrance to grad school. I oversee a course on tax preparation every spring semester.

My greatest skills as an educator are lesson planning, classroom control, and online instruction. I also have advanced skills in technology integration and record keeping. As an adjunct professor, I have developed a true fondness for teamwork. The spirit of teamwork allows me to design my classes to complement the students' other coursework in the business department.

Thank you for your consideration of my candidacy. I believe that having both educator and hands-on business experience will be an invaluable tool for your students, and I look forward to imparting this knowledge. I am available through Skype for an interview if need be, otherwise, you may reach me by phone or email.

Sincerely,
Samantha Adkins