
MADELINE MARTINEZ

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October 15, 2023

Dr. Dawn M. Nail
Executive Director, Center for Academic Excellence
North Carolina A&T State University
1601 E. Market Street
Greensboro, NC 27411

Dear Dr. Nail:

I am writing to express my interest in the position of Associate Director at the Center for Academic Excellence at North Carolina A&T State University. After reviewing the job description and requirements, I am confident that my current role as Interim Associate Director for the Center for Academic Excellence, as well as my diverse background and expertise in higher education, make me a great asset to the institution.

Coupled with my work experience, my educational background has helped me develop a comprehensive understanding of student success, academic support, and program development. My academic journey has taken me across the globe, providing me with a global perspective and the ability to effectively interact with individuals from diverse backgrounds.

In my current role as the Interim Associate Director at the Center for Academic Excellence at North Carolina Agricultural & Technical State University, I have successfully supervised and provided direction for the center in the absence of the Executive Director. I have managed a wide range of academic support activities, with a primary focus on academic advising and the supervision of academic advisor staff. I take pride in fostering positive working relationships with faculty and staff, collaborating with campus partners, and driving student success.

One of my notable achievements was the restructuring and redesigning of a University-wide centralized academic advising framework. This framework aligned with the University's strategic plan and aimed to enhance the quality of advising services for new freshmen and transfer students, ultimately improving retention efforts and time to degree outcomes. Additionally, I played a key role in the recruitment, selection, hiring, and onboarding of 16 new professional advisors, ensuring they were equipped to provide excellent support to their advisees.

Throughout my career, I have demonstrated strong organizational skills, effective communication abilities, and a student-focused mindset. I am adept at developing and delivering presentations, and I possess a solid understanding of student development and learning theories. My experience in program development, leadership development, and working with diverse populations has prepared me to excel in this role.

I am excited about the opportunity to contribute to the Center for Academic Excellence at North Carolina A&T State University in this capacity. My passion for higher education and my commitment to fostering a positive and inclusive environment align perfectly with the goals and values of the institution.

Thank you for considering my application. I have attached my resume for your review. I would welcome the opportunity to discuss further how my skills and experiences align with the needs of the Center for Academic Excellence. Please feel free to contact me at 336-513-3588 or via email at martinez.madeline212@gmail.com.

I look forward to the possibility of joining your team and making a meaningful impact on the educational journey of students.

Sincerely,

Madeline Martinez