

March 5, 2020,

To Whom It May Concern,

Please accept this letter of intent for the leadership positions at your institution in the areas of student recruitment, strategic planning, academic affairs, customer service, operational service, and public outreach. My experience in the areas of business operations, franchising, facilitating operations and staff development make this type of role a great collaboration.

As demonstrated in my enclosed resume, I have the professional work experience and educational background for which you are searching in a leadership position. As a franchise owner for Williams Chicken and the five years of experience in a leadership role at Eastern Arizona College, I was in management, business operations, facilitating operations and staff development roles. My role at Eastern Arizona College has allowed me to work closely with the faculty and staff to develop student recruitment strategies, as well as housing guidelines and clearly delineated goals, standards, and processes for achieving tenure and promotion.

My current experience with working in Student Organizations for the ASEAC also known as the Associate Students of Eastern Arizona College, has given me the knowledge and experience needed to develop county partnerships and enhance enrollments within the Community Colleges, local school districts, and local community. As an ASEAC representative, I currently oversee and manage over 100 students that attend Eastern Arizona College. In addition, I am the advisor for the Black Student Union Club and I organize multiple club activities such as programs, social events, meetings, fundraisers and community outreach. I also serve as an expert and advocate for the educational and development needs of students.

In December of 2019, I completed my Masters of Education in Educational Leadership with an emphasis in Community College and Higher Education. This program has developed my insight into higher education issues such as increased costs of attending college, student persistence rates, declining enrollment and competition within the education industry. The courses in this program of study have allowed me to devise solutions and a better understanding these educational concerns. My passion is to better align institutional and student goals with our community and economic partners through collaborative solutions.

My resume highlights my work experience and accomplishments as well as serving as a guide for additional insights. I am excited to be a possible candidate for this opportunity and look forward to discussing how my qualifications would complement your institutional mission and goals. Thank you for your time and consideration.

Sincerely,

*Allen E. Wilbon*

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