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March 27, 2000

Dr. Gerald Hawkins, Director  
Caldwell Fellows Director  
Box 7316  
NC State University  
Raleigh, NC 27695-7316

Dear Dr. Hawkins,

I am writing in response to the Assistant Director position with the Caldwell Fellows Program that was advertised on your web site. I am extremely interested in this position with your university and believe that I possess the background, experience and necessary skills to maximize the educational experience of these talented students.

My extensive educational, leadership and personal development experiences make me a unique candidate for this position. My work with Talent Search and Upward Bound familiarized me with the university setting and student-centered advising. Thirteen-years experience in Christian education fostered strong counseling, administrative and team-building skills. My eight-year involvement with corporate consulting equipped me with effective presentation and people skills. Furthermore, my background in sociology has equipped me with an understanding of cultural sensitivity, diversity awareness, demographic analysis, multi-tasking, as well as project design and management. In my academic training I also fostered strong skills in research development, implementation and analysis.

I believe that I possess the background and expertise to maximize the educational experience of the students in the Caldwell Fellows Program. I would like to meet with you at your earliest convenience to discuss my qualifications and how I can benefit you university. Thank you for your time and consideration.

Sincerely,

Al Dunkleman