

# ALEX M. SMITH, PHD

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**September 14, 2022**

Dr. Frederick Collins  
Faculty Search Committee Chair  
XXX College  
3344 Learn Way  
Atlanta, GA 30032

**Dear Dr. Collins:**

Please accept this letter and corresponding curriculum vitae as application for the open adjunct faculty position in your Business Department. As a recent graduate with a PhD in Management and over 15 years of management experience in human resources, I am excited about the prospect of engaging your diverse student body in a learning environment that reflects your vision and mission. I believe that my education, experience, and commitment to the "transformative power of education," as stated in your mission, make me an excellent candidate for this position.

My PhD research at Walden University focused on the impact of service-learning collaborations between colleges and nonprofit organizations. I examined partnership programs between a large university and eight nonprofit community organizations to determine common factors that contributed to the success of the partnership and how the collaboration benefited both student participants and the organization. If selected for this position, I would bring the knowledge that I gained from my research to enhance XYZ College's partnerships with local nonprofits. My research and educational experience, from my associate degree through my PhD, strengthened my advocacy for weaving experiential and service-learning opportunities throughout the college curriculum. My presentation at the XYZ Professional Association's 2019 annual conference on steps to expand and enrich college service-learning programs was well-received by over 60 attendees. I witnessed the excitement students express when they apply their classroom learning in a "real-world" setting.

Currently, I am the Director of Human Resources at ABC Corporation where I supervise eight human resource specialists and collaborate with managers on establishing short and long-term hiring goals, training requirements, and professional development priorities. My doctoral program has deepened my understanding of the current challenges in the field of human resources and enhanced my ability to explore solutions and incorporate best practices into processes. For example, I consistently incorporate data analytics into the planning and decision-making process. Through analyzing employee exit interview data, I developed and launched an employee engagement initiative that decreased the annual voluntary turnover rate by 15%, resulting in a savings of over \$18,000 during the first year of the program.

I am enthusiastic about the opportunity to educate and inspire students about the broad and fascinating field of human resources. As an experienced online learner, I am adept at using online learning platforms, and I observed teaching strategies that motivate and engage students to delve into the course content and participate in thought-provoking discussions. I look forward to further discussing how I am a strong candidate for your open adjunct position. I can be reached at (222) 444-6789 or Alex.smith92@gmail.com. Thank you for your time and consideration.

Sincerely,

Alex M. Smith, PhD

Enclosure (1)