

Dear National American School of Dubai:

I am highly interested in applying for the position as a Chief Academic Officer within this institution. I believe I have the skill set for this position due to my academic experiences as well as my professional experiences and skill set.

I have experience in the banking and financial industry at the Bank of Dubai, where I managed individuals' and small businesses banking and financial matters. I also have experience in sales and management at Islami foods, where I managed a team that consistently exceeded their quarterly sales goals. My team also had the highest retention rates among all of the sales associates in the company as well as consistently receiving top-tier reviews from our clients. Most recently, I have obtained substantial experience in the mental and behavioral health care industry where I assist with creating the content for the various programs offered to the clients who have different behavior health needs. I am also involved in the business management and expansion of the organization. Please see my resume attached.

In my current role with Elite Innovative Health Services, I have strengthened my management abilities with people and as it relates to the management of business overall. During my time at Elite the company has been able to expedite expansion efforts of the program and resolve multiple budget and other operational issues that were occurring within the organization.

I am currently completing my master's degree of Educational Leadership in May of 2023. While obtaining this degree, I have learned about how higher education institutions operate and I've learned about the major issues higher education institutions are facing and how they can be resolved. Gaining this knowledge is important due to the ever-changing environment within higher education institutions, especially post pandemic.

Between my professional experience and the knowledge, I have gained through my academic journey, I believe that I would be an ideal match for this institution. Please review my resume which is attached for more detailed information about my work experience. Thank you for your time and consideration.

Kindest Regards,

Hussain K. Lootah