

Robert Smith

School Administrator

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[Today's Date]

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[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

I am writing to express my interest in applying for the School Administrator position with your school. After completing my Bachelor's Degree in Education, I have spent the last 7 years working as an Assistant School Administrator. In this role I have been responsible for overseeing all aspects of administrative duties, including answering phones, greeting visitors and managing student records.

I have a strong record of accomplishment in providing excellent customer service ensuring that all student and parent needs are met promptly and accurately. I also possess a high level of interpersonal skills that allow me to effectively communicate with students, parents and teachers. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate organizational and planning abilities, I excel at:

- Managing all administrative functions for the school.
- Scheduling appointments for teachers and administrators.
- Maintaining student records.
- Coordinating special events for the school.
- Assisting teachers with their day-to-day administrative duties

My resume is attached and I look forward to speaking with you further regarding this opportunity. Please feel free to contact me at (555) 555-5555 or by email at example@email.com. Thank you for your time and consideration

Sincerely,
[Your Name]

Sample Letters For School Administrator

Brendan G. Carr



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Resources in Education, 2001-04

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year that starts on July 8

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