

ASSISTANT PRINCIPAL COVER LETTER

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[Today's Date]

[Hiring Manager's Name]
123 Company Address
Company's City, State, Zip Code
(xxx) xxx-xxxx
hiring.manager@gmail.com

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

I'm writing in regards to the assistant principal opening at Cheney Middle School advertised on Indeed.com. With over 5 years of experience teaching third and fifth-grade students in the Miami area, I've become an expert at managing large classrooms, evaluating teachers, and enforcing school policy through leadership. I believe these skills combined with my additional professional expertise align closely with the responsibilities outlined in the job advertisement and make me an ideal candidate for this role.

In my current and past roles, I demonstrated strong communication and personal relationship skills and provided thoughtful leadership to build a strong community of teachers to support student achievement. I've been directly involved in program developments resulting in increased student participation and regularly attend varied school and co-curricular events to support a positive school climate. Some highlights from my current and past teaching experiences include:

- Assisted in designing and implementing a school improvement plan using a collaborative process following State and Federal guidelines while placing student interests at the center of decisions
- Completed over 600 hours of professional development training
- Organized and coordinated over 25 extracurricular and co-curricular programs including summer camps.

Beyond my teaching experience and leadership skills, I believe my enthusiasm and high work ethic make me a perfect fit to serve as assistant principal. I'm eager to work in a collaborative environment where I can make a meaningful impact on student engagement and development.

Attached is my resume for further reference. I would enjoy discussing this position with you further and am happy to provide any additional information if needed. I'll be in touch next week to follow up and to make sure you've received my application.

Thank you for your time and consideration.

Best regards,

David Pérez

Sample Cover Letter For Assistant Principal Job

RJ Shavelson



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