



## Sample Cover Letter

### **Susan Academia**

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September 26, 2019

Ms. Michelle Jones  
Superintendent of Schools  
GC Independent School District  
611 Circle Avenue  
Chicago, IL 60000

Dear Ms. Jones,

I understand that my résumé was submitted by a mutual friend and colleague as a candidate for the Assistant Principal position at GCISD. Through my research into your district, I have discovered that many of the talents and expertise that I possess will add tremendous value to your secondary schools.

GCISD growth will be enhanced by my successful track record in transitioning schools through the uncertainty and change associated with integrating diverse cultures. I bring tremendous expertise in improving test scores and improving student motivation. I have successfully managed classroom projects, organized parent volunteer programs and motivated students to accept the challenge of successful academic achievement.

One of GCISD's core values is, "be the best." My ability to continually be the best resulted in me receiving the "Teacher of the Year" award in my last district. Both peers and parents have expressed appreciation for my accomplishments with secondary children.

You will find that my résumé reflects the detail to support my qualifications. I look forward to discussing how I can help you meet your goals and objectives. I will call you next Wednesday.

Enthusiastically,

Susan Academia