
Ms. Holli Jacobsen

Cell: (209) 595-9175

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December 04, 2022

Prospective School District

Supervisor/Principal Name

123 Address St

Anytown, ST 12345

Dear Mrs./Ms./Mr. Reader,

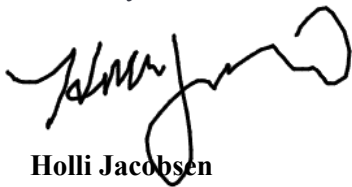
I am eager to apply for the administrative position at your school site. As someone who has the passion for leading those around me, I am excited to dive into the role of a team leader for teachers and supporting staff. I thrive on interpersonal communications and team development, so I know I will be the perfect fit for your team. I value the input of those around me when completing my job duties, and I appreciate a collaborative approach to all negotiating teams.

Throughout my 8 short years in the classroom, I gained the fundamentals for leading those around me through a responsible and respectful atmosphere. Within my teaching experience, I had the opportunity to facilitate learning in three different states and work with many mentors and coaches in that timeframe. Within those relationships I've gained the necessary mindset to adapt to new environments and find the best solution for all circumstances.

I feel that I am the perfect candidate to fill the Principal position at _____, because I bring _____, _____, and _____ to an educational entity. I will be a _____ while facilitating appropriate mandates and protocols of the district and school mission. I hope that you will consider me for this position, and I look forward to attending an interview that best suits your schedule.

Thank you for your time and consideration in hiring the best candidate for your school.

Sincerely,

A handwritten signature in black ink, appearing to read 'Holli Jacobsen', with a stylized, flowing script.

Holli Jacobsen