

## John D. Iscipline

123 Eastway Road ~ Horton, CA 77581 ~ jdisipline@hotmail.com  
Home: (123) 555-5551 ~ Work: (123) 555-5552 ~ Cell: (123) 555-5553

---

October 30, 2012

Joe Frank, Superintendent  
Big School District  
1234 53<sup>rd</sup> Street South  
Somewhere, CA 55555

Dear Mr. Frank:

It is with great eagerness that I am applying for the position of **Assistant Principal** with the Big School District. I have earned a Bachelor of Science Degree in Elementary Education, with an Early Childhood Specialization; completed certified, advanced graduate studies in Educational Administration; and gained certifications as a Principal/Assistant Principal (PreK-6) and Supervisor/Director of Art (K-12). With almost 10 years of administrative experience and nine years of hands-on teaching experience, I am confident that I possess the qualifications your district needs to promote its philosophy and goals.

As the attached resume will highlight, I am currently an Assistant Principal at John Smith Primary School, where I supervise a diverse group of staff as well as approximately 800 students. I have coordinated PDAS and training for the school district; organized all TAKS and training on the campus; and initiated extracurricular programs, a Family Resource Center, and the CATCH Cafeteria Program. These opportunities have enabled me to develop strong communication, interpersonal, organizational, and leadership skills, which allow me to cultivate a supportive learning environment and reinforce the school's standards, policies, and goals.

My greatest strengths include, but are not limited to: budget development, performance standards development, teacher mentoring, curriculum design and improvement, school safety, standardized testing, program management and coordination, and workshop and seminar presentations. Furthermore, I am adept at fostering strong working relationships with all members of the local and school communities.

As Assistant Principal, I aspire to establish a school culture and educational program conducive to student learning and socialization. I seek to promote staff professional growth and development, as well as teamwork and cooperation. I coordinate my efforts with those of parents and family members to ensure students remain disciplined and focused, and receive appropriate attention to meet their needs.

I would embrace the opportunity to meet with you in person so we can further discuss, in detail, how my diverse skills and experience will allow me to make a valuable contribution to your school district. Thank you for your time and consideration.

Sincerely,

John D. Iscipline

Enclosure