

Jordan T. Anderson

January 16, 2026

Acme Corporation

RE: Assistant Principal

Dear Hiring Manager,

I am writing to express my enthusiasm for the Assistant Principal position at Acme Corporation, as advertised on your careers page. With over seven years of experience in educational leadership and a passion for fostering academic excellence, I am excited about the opportunity to contribute to your school community and support the mission of nurturing well-rounded students.

In my previous role as a Dean of Students at Lincoln High School, I implemented a comprehensive behavior management program that reduced disciplinary incidents by 30% within the first year. This initiative not only improved the overall school climate but also enhanced student engagement and academic performance. Additionally, I led a team in redesigning the curriculum for our STEM program, which resulted in a 25% increase in student participation in advanced placement courses, demonstrating my commitment to academic rigor and student achievement.

I am particularly drawn to the collaborative culture at Acme Corporation and your commitment to innovative teaching practices. I believe my experience in building strong relationships with teachers, parents, and the community aligns well with your goals. I am eager to bring my skills in data-driven decision-making and my dedication to professional development for both staff and students to your esteemed institution.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your school. Thank you for considering my application. I look forward to the possibility of contributing to the future success of Acme Corporation.

Sincerely,

Jordan T. Anderson