

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Assistant Principal

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Assistant Principal position at Acme Corporation, as advertised on LinkedIn. With a strong background in education and a passion for fostering an inclusive and dynamic learning environment, I am excited about the opportunity to contribute to your team and help guide students and staff towards success.

In my previous role as a Lead Teacher at Riverside Middle School, I successfully implemented a school-wide mentorship program that paired struggling students with academic coaches. This initiative resulted in a 30% improvement in overall student performance metrics within one academic year, showcasing my ability to develop and execute programs that yield tangible results. Additionally, I played a pivotal role in leading professional development workshops for faculty, focusing on differentiated instruction techniques. By emphasizing collaboration and innovative teaching strategies, I helped improve teacher retention rates by 15% over two years, demonstrating my commitment to creating a supportive educational environment.

I am particularly drawn to the role at Acme Corporation because of your commitment to holistic education reform and community engagement. I believe my experience in fostering relationships with parents, local organizations, and educational stakeholders aligns perfectly with your mission. I am eager to bring my skills in leadership, communication, and strategic planning to the Assistant Principal position, ensuring that every student has the opportunity to thrive.

I look forward to the possibility of discussing my qualifications further and exploring how I can contribute to the success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan A. Mitchell