

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Assistant Principal

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Assistant Principal position at Acme Corporation, as advertised on your careers page. With a strong commitment to fostering a positive learning environment and a passion for educational leadership, I am excited about the opportunity to contribute to your esteemed institution.

During my time as a student teacher at Maplewood High School, I developed and implemented a peer mentoring program that successfully paired upperclassmen with underclassmen struggling in their studies. This initiative not only improved academic performance for participating students by more than 15% but also enhanced school community engagement. Additionally, as a member of the curriculum development team, I collaborated with fellow educators to revamp the science curriculum in response to standardized testing results, leading to a 20% increase in scores across the board. These experiences have equipped me with the skills necessary to support both students and teachers effectively.

I am particularly drawn to the mission of Acme Corporation, which emphasizes not only academic achievement but also the development of lifelong learners. I am eager to bring my leadership skills and innovative ideas to your team, helping to create an inclusive and dynamic environment for all students. I welcome the opportunity to discuss how my background, skills, and enthusiasms can align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of contributing to your team and the impact we can make together on student success.

Sincerely,

Jordan A. Thompson