

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Entry Level School Principal

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level School Principal position at Acme Corporation, which I discovered through the National Association of School Principals' job board. With a passion for educational leadership and a commitment to fostering an inclusive and productive learning environment, I am excited about the opportunity to contribute to your school's vision and success.

During my time as a student teacher at Lincoln High School, I implemented a peer mentoring program that improved student engagement and academic performance among at-risk students by 20%. This initiative not only enhanced the learning experiences of the students involved but also fostered a sense of community and support within the school. Additionally, I organized a professional development workshop for faculty focusing on innovative teaching strategies, which resulted in a noticeable increase in collaborative teaching methods across various departments, as reported by both teachers and students.

I am eager to bring my dedication, leadership skills, and innovative approach to the role of Entry Level School Principal at Acme Corporation. I am particularly impressed with your commitment to community involvement and student achievement, and I believe my background in creating supportive educational programs aligns well with your goals. I would welcome the opportunity to discuss how my experiences and vision can contribute to the positive impact at your school. Thank you for considering my application.

Sincerely,

Jordan A. Thompson