

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Internship Assistant Principal

Dear Hiring Manager,

I am excited to apply for the Internship Assistant Principal position at Acme Corporation, as advertised on your careers page. With a strong commitment to fostering educational excellence and a passion for student development, I am eager to contribute my skills and experience to your esteemed institution. My background in educational management and hands-on experience in mentorship have prepared me well for this role.

During my previous role as an educational coordinator, I successfully developed and implemented a mentorship program that paired at-risk students with faculty mentors. This initiative led to a 30% increase in student engagement and a significant improvement in academic performance among participants. I also coordinated a summer internship program that connected high school students with local businesses, resulting in a 25% increase in student internship placements over two years. These experiences have honed my ability to create opportunities for students while collaborating effectively with faculty and community partners.

I am particularly drawn to the Internship Assistant Principal role at Acme Corporation because of your commitment to innovative educational practices and student-centered learning. I am eager to bring my expertise in program development and my passion for shaping young minds to your team. I believe that my proactive approach and dedication to fostering a supportive learning environment align seamlessly with the values upheld by your institution.

I would appreciate the opportunity to discuss how my skills and experiences 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 supporting the success of your students.

Sincerely,

Jordan A. Mitchell