

Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Promotion School Principal

Dear Hiring Manager,

I am excited to apply for the Promotion School Principal position at Acme Corporation, as advertised on your company's careers page. With a solid background in educational leadership and a passion for fostering inclusive learning environments, I am eager to contribute my skills to your esteemed institution and further enhance student success and community engagement.

In my previous role as Assistant Principal at Lincoln High School, I successfully led a team initiative that increased student graduation rates by 15% over two academic years. By implementing targeted academic support programs and fostering collaboration among teachers, we were able to identify and address diverse student needs more effectively. Additionally, I spearheaded a mentorship program that paired at-risk students with community leaders, resulting in improved attendance and a significant reduction in behavioral issues.

I have also been instrumental in integrating technology into the classroom. As the head of the technology committee, I oversaw the implementation of a 1:1 device program that not only enhanced digital literacy among students but also engaged them in blended learning experiences. This initiative received positive feedback from both educators and parents, leading to increased parental involvement and support for school activities.

I am particularly drawn to the values and mission of Acme Corporation, and I am eager to discuss how my background, skills, and enthusiasms align with your vision for the Promotion School Principal role. Thank you for considering my application; I look forward to the opportunity to discuss my candidacy further.

Sincerely,

Jordan M. Thompson