

Jordan Elizabeth Carter

January 16, 2026

Acme School District

RE: School Principal

Dear Hiring Manager,

I am excited to apply for the School Principal position at Acme School District, as advertised on your official website. With over ten years of dedicated experience in educational leadership and a passion for fostering academic excellence, I am eager to contribute to your mission of providing a safe and nurturing learning environment for all students.

In my previous role as Assistant Principal at Riverview High School, I successfully led a team to implement a new curriculum that improved overall student performance by 20% on state assessments. This initiative not only enhanced student engagement but also promoted professional development among teachers through targeted training sessions. Additionally, I established a mentorship program that paired struggling students with faculty mentors, resulting in a 15% decrease in drop-out rates over two years. These achievements reflect my commitment to academic success and my ability to bring innovative solutions to complex challenges in education.

I am particularly impressed by Acme School District's commitment to inclusivity and community involvement. I believe that my background in fostering strong relationships with parents and community stakeholders would be a great asset. I am eager to bring my vision for a collaborative and inclusive school culture to your district, ensuring that every student feels valued and supported.

I would be thrilled to discuss how my experience and vision align with the goals of Acme School District. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Elizabeth Carter