

## Rupert M. Mopother

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<Date>

Joe Frank, Superintendent  
Big School District  
1234 53<sup>rd</sup> Street South  
Somewhere, CA 55555

Dear Mr. Frank:

It is with great eagerness that I am applying for the position of **Assistant Principal** with the Big School District. I have earned a Bachelor of Science Degree in Elementary Education, with an Early Childhood Specialization; completed certified, advanced graduate studies in Educational Administration; and gained certifications as a Principal/Assistant Principal (PreK-6) and Supervisor/Director of Art (K-12). With almost 10 years of administrative experience and nine years of hands-on teaching experience, I am confident that I possess the qualifications your district needs to promote its philosophy and goals.

As the attached resume will highlight, I am currently an Assistant Principal at John Smith Primary School, where I supervise a diverse group of staff as well as approximately 800 students. I have coordinated PDAS and training for the school district; organized all TAKS and training on the campus; and initiated extracurricular programs, a Family Resource Center, and the CATCH Cafeteria Program. These opportunities have enabled me to develop strong communication, interpersonal, organizational, and leadership skills, which allow me to cultivate a supportive learning environment and reinforce the school's standards, policies, and goals.

My greatest strengths include, but are not limited to budget development, performance standards development, teacher mentoring, curriculum design and improvement, school safety, standardized testing, program management and coordination, and workshop and seminar presentations. Furthermore, I am adept at fostering strong working relationships with all members of the local and school communities.

As Assistant Principal, I aspire to establish a school culture and educational program conducive to student learning and socialization. I seek to promote staff professional growth and development, as well as teamwork and cooperation. I coordinate my efforts with those of parents and family members to ensure students remain disciplined and focused, and receive appropriate attention to meet their needs.

I would embrace the opportunity to meet with you in person so we can further discuss, in detail, how my diverse skills and experience will allow me to make a valuable contribution to your school district. Thank you for your time and consideration.

Sincerely,

Rupert M. Mopother

Enclosure