

JUDITH BLOCK



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November 2, 2017

Mr. Rodney Taylor, District Superintendent
Rockville Elementary School
1256-56th Sparrow Lane
Lake Erie, OH 45268

Dear Mr. Taylor:

I am pleased to present my résumé to you for the position of **Elementary School Principal** with Rockville Elementary School. I have earned a **Master of Science Degree in Educational Leadership**, Bachelor of Science Degree in Elementary Education, and an Advanced Graduate Study in Educational Administration. With **15 years of classroom and administrative expertise**, I am confident in my ability to become a valuable member of your academic team.

The enclosed résumé will highlight my career accomplishments, showcase my **exceptional leadership skills**, and demonstrate my positive track record of administrative responsibilities and achievements. For the past ten years, I have served as a middle school principal, where I have gained experience in coordinating and overseeing program initiatives, optimizing the learning experience, staff development, curriculum planning and development. As a result, I have developed excellent communication, interpersonal, organization, critical thinking, and people management skills, enabling me to effectively coordinate with and direct a varied group of students and staff.

Some key points in considering me for this position include:

- Cultivated a good rapport with school and local community members to portray a positive public image of the institution.
- Designed parent workshops, launched fundraising initiatives, and organized school-wide activities that sparked the interest of the entire school.
- Developed and implemented plans and programs that enhanced student learning.
- Served on the Superintendent's Advisory Committee, conceptualized after school enrichment/STEM programs, and arranged student tutoring programs that incorporated multiple learning standards, across multiple content disciplines.

What the enclosed resume cannot explain is my uncompromising view that *all* students can learn, given a positive learning atmosphere that welcomes exploration and enhances student confidence. It is my belief that an educator's mission is to make school enjoyable and exciting – if students look forward to attending school, they will want to LEARN. I believe that is what school is all about.

I welcome the opportunity to meet with you to discuss how my extensive experience and skills will advance your academic program. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Judith Block