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October 24, 2001

Mr. Rodney Taylor, District Superintendent  
Rockville High School  
1256 - 56<sup>th</sup> Sparrow Lane  
Reno, Nevada, 45268

Dear Mr. Taylor:

It is with great interest that I am applying for the position of Principal of Rockville High School. I have a Degree in Elementary Education and Advanced Graduate Study in Educational Administration; additionally, I enjoyed 8 years as an Elementary School Principal. Currently, I am enthusiastic and prepared to contribute my knowledge to the Public School program and curriculum, to maximize the student learning experience.

With experience in program initiatives, optimizing the learning atmosphere, staff development, and promoting a safe environment, I have a proven record for exceeding faculty goals through effective internal and external communication, and a firm commitment to student-centered learning.

You will find the enclosed résumé covers past accomplishments and imperative skills in detail, but here is a summary of what I have to offer Rockville High School:

- **Leadership Competence:** The ability to promote the philosophy of the school program; provide team-building leadership; promote multicultural awareness, gender sensitivity, and racial and ethnic appreciation; make informed, objective judgments; create an effective staff development plan; and engage in continuing professional development.
- **Administrative Competence:** The talent to maintain a safe, respectful, positive, and effective learning environment; evaluate staff performance; monitor financial procedures and record retention; and coordinate the school advisory council.

What the enclosed résumé 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 will call you next week to follow up on this application; perhaps we could arrange a meeting to discuss in detail how I can contribute to your school. Thank you for your time and consideration.

Sincerely,

Judith Block

Enclosure