**Sample Letter of Application**

**Appendix B** **and Guidelines**

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Sara Teacher

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Jack Armstrong, Personnel Director

ABC School District

Ft. Lauderdale, FL 50000

This letter is to oﬃcially apply for the position of Assistant Principal at Baywatch Elementary School. I am fully aware of the duties and responsibilities of the position. My education, teaching experience, and certifi cation meet all of the posted requirements. After serious consideration, colleague support, and our administration advising that I apply, I am certain that I am ready and prepared to assume the duties of the Assistant Principal.

I bring to the position twelve years of successful teaching. This includes four years working with minority and poverty students, two years with gifted and talented, and eight years with numerous inclusive special education students. My students have performed better than the district and state average on tests and very few have needed administrative disciplinary assistance. I have formed excellent relationships with parents and members of the community. My successful teaching performance has allowed me to serve in many leadership capacities. I have served as grade-level Chair, Site Council representative, textbook committee Chair, math curriculum Chair, and sponsored numerous student organizations and school programs.

My administrative internship allowed me to gain experience in teacher observations, student discipline, budgeting and purchasing, staﬀ development, and general oﬃce duties and responsibilities. I have taken an active part in special education reviews, expulsion hearings, hiring interviews, parent conferences, and the opening and ending school-year procedures.

I understand the duties and operations of pupil and staﬀ personnel, federal programs, transportation, athletics, and the curriculum department. I fully understand the role of the Assistant Principal and how to fulfi ll the needs of the various departments listed above.

I believe strongly in collaboration. This includes both the Principal and administrative staﬀ and the faculty and students. I believe better decisions are made through participation and eﬀ ective communication. I believe our fi rst priority is student learning, whether academic or social. I believe in modeling fairness, openness, and honesty and always acting in an ethical manner. I believe what we do has a much greater impact on others than what we say. I believe in the goodness of everyone and that care and concern for others is the fi rst step to reaching them and fi nding ways for them to achieve success.

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I believe my knowledge, skill, and experience can greatly assist the ABC District in meeting its vision, mission, and goals. I know I will assist teachers in planning and implementing lessons, remediation, and eﬀ ective evaluation techniques. I will provide the support and leadership that the teachers and staﬀ expect and desire. I will treat them with the respect and professionalism that they deserve. I will continue to set high expectations for the faculty, the students, and myself. Although my main focus is on support, motivation, and preventative strategies, I am very fi rm with any individuals that are not meeting expectations. I will demand excellence, but will make all eﬀ orts to coach and assist them to reach excellence.

I have thoroughly enjoyed teaching and look forward to oﬀ ering my experience, dedication, and skills to the faculty of Baywatch Elementary. I look forward to learning from and working with the current Principal and fellow administrators.

I appreciate your review of my letter, application, vita, and supporting documents. I look forward to discussing my role as Assistant Principal with you further. If any additional information is needed, please advise.

Respectfully,

SaraTeacher

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**Guidelines for the Letter of Application**

In drafting the letter, the intern must assess his/her knowledge, disposition, skill, and the match to the position and district. The letter of application will be the first impression you make of your career plans, experiences, and how you may benefit the district. It should bring out the highlights of your vita and your knowledge of the district and position. It is an opportunity to explain and expand your vita with a sample of your writing, philosophy, and vision and how these conform to the needs and expectations of the district/ school. The letter of application should have the following four sections:

Section 1 – Intent of Letter

The first paragraph must begin with the purpose or intent of the letter. In this case, you should write that you are officially applying for the particu-lar position. Next, you should include that you are aware of the duties and responsibilities of the position. (If you are not currently knowledgeable of this position, be sure to acquire this knowledge during your internship expe-rience). Next, you should include a statement as to whether you meet all of the qualifications. If you do not, you should either specify which qualifica-tions you do not meet or indicate how or when they will be met.

Some applicants include a personal bit of information in this section. This could be that you are excited about the possibility of assuming this position or that you have been preparing for this position, or whatever. If you decide to add a personal statement, be sure that it is honest and relevant.

Section 2 – Your Half of the Match

This section includes the highlights of the knowledge, skill, and experience that you are bringing to the district. This is your offer to the district. This is what they will be getting. It is written with the intent of informing the district what you can offer them for the future versus what you accomplished for someone else in the past. An example of this is to state that you bring two years of experience in administering a primary reading program, instead of stating that you ran the Distar Program for the XYZ District. Although this is a subtle distinction, keep in mind that districts are looking for someone to belong and work for them, not an outsider.

This section is an opportunity to summarize your vita. For example, you can include the highest degree attained, total number of years in education, relevant training or experience, etc. You can also provide further explanation and/or additional information not included in your vita. Examples could include your background, types of students you have worked with, evalua-tions, successes with particular students, or other relevant information.

This section should also include your principles, beliefs, philosophy, and vision. The intent here is to provide a deeper understanding of your char-acter and your style. Again, it needs to be future-oriented and relate to how

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you will demonstrate these qualities in your new position. Much time and thought should be used in preparing this section. Consider the key beliefs and the guiding principles that you will rely on in your new leadership position.

Section 3 – Your Match With the District

Ideally, this section shows how your knowledge, skill, and experience meet the current and future needs of the district. This will require that you become knowledgeable of the history, current issues, and future demands of the district. The intern must do the work of gathering information about the district/school and the particular position sought. You must analyze the needs of the district and position, in light of your experience and abilities. This is your opportunity to show that you are the right match.

Section 4 – Thankful and Bold Conclusion

This section concludes your letter of application. It should offer a thank you for the time and effort the district took to review your application materials. It should also make a bold statement of your expectation of being hired or continuing in the hiring process. An example of this is to state that you look forward to the further discussion of your accepting this position. This is much more positive and bold than concluding with a hope of hearing from them. If you have accurately assessed yourself and the district and know that you will be successful in meeting the needs of the position, you deserve to be bold. As with the first paragraph of the letter of application, you may choose to add any other personal or relevant items to this section. Use your best judgment.

**Application Letter Guidelines**

* One to one-and-a-half pages in length
* Short, clear paragraphs
* Describes you, not your previous employer
* Outlines the realization of the district’s goals, not your own
* Shows you have done your homework (know district/school and their needs)
* Is checked and rechecked – grammar, spelling, style, intent
* Is positive and void of anything negative (Districts want positive leadership)
* Clearly describes YOU and gives the district the opportunity to assess the match between you and the position

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