Assistant Principal Cover Letter

Sender’s name --------

Contact details ---------

Date

Dear ,

I am enquiring about the opening position of Assistant Principal at -----------

--------------- (mention the name) and would love to be considered for the position. I believe that I have the leadership skills to excel at the opportunity of assistant principal. My experiences and skills align perfectly with what would be required of me at (mention the name).

My teaching experience began at ------------------ (mention the name) as a -

---------- (mention the position). There, balancing my own schoolwork with teaching, I learned to appreciate both sides of the student dynamics. Students often take teachers for granted, and teachers expect too much. Being able to witness both sides was a real benefit to my growth.

Upon graduating, I accepted a job at --------------- (mention the position if any you have) where I was able to hone my skills in the class, working with a class load of nearly (mention no of students) students my first year.

For the next (mention years), I continued this work, not only serving

as an ---------- (mention subject) teacher but also organizing numerous organizations like school clubs and organizations like (mention

name).

While working at -------------------, I would also arrange meetings and events at the school, working as a liaison between students, faculty, and parents. Working with teachers and students is what I continue to do. I am also fond of what I have read about ------------. The size of the student body, as well as the campus itself, feels perfect for the staff to be able to accomplish.

Sincerely, Your name