

Parts of a Cover Letter

CONTACT INFORMATION

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GREETING

- Date
- Recipient's name
- Recipient's address
- Formal salutation

October 15, 2025

Peter Davison, Ph.D.
Educational District Coordinator
New Haven School District
750 DeBourgh Dr.
New Haven, CT 06445

Dear Mr. Davison:

OPENING

- Introduce yourself
- Job you're applying for
- Why you're interested in the role

I was quickly drawn to your posting for an assistant principal, and I believe that my skills, passion, and experience make me a perfect fit for the position. This is the ideal opportunity to grow in my career while helping the New Haven School District succeed.

BODY

- Share relevant accomplishments
- Showcase career progression
- Present quantifiable achievements

I recently graduated from the University of Connecticut with a Master's in Education. As an administrative coordinator at New Haven High School, my time has given me the knowledge, experience, and leadership qualities I'll need to thrive in this role. So far in my career, the achievement I'm most proud of is engaging with the community in our new after-school program.

Supervising administrative and teaching staff, implementing school policies, leading assessments, and managing extracurricular programs are just a few of the areas in which I excel. My passion for cultivating rewarding, dynamic and high-performing educational environments has resulted in high faculty retention levels and excellent student experiences.

CLOSING

- Mention career plans
- Call to action for next steps

I am enclosing a copy of my resume for you to review. I welcome the opportunity to speak with you about this position to elaborate on my expertise in upcoming educational programs, which I believe will be an asset to the District as a whole.

Sincerely,
Andrea Butler

Cover Letter Phonics Practice Guide

Ying-Ying Zheng



Cover Letter Phonics Practice Guide:

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