



Application letter sample

Following is a depersonalized copy of an actual application letter; it was composed by an assistant superintendent applying for superintendent for the first time and it earned an interview. It is not offered as a perfect specimen, but instead as an example of a successful document and a source of words, phrases, and content to help inspire your own.

YOUR PERSONAL LETTERHEAD

XXXXXXXXXXXXX

XXXXX XXXXXXXX. XXXXX

XXXXXXXX XX, 20XX

Dear

It is with great enthusiasm that I write this letter in support of my application for the Superintendency of the Perfectionville Unified School District. In addition to a long list of relevant and meaningful professional and educational experiences, my record of proven leadership clearly demonstrates that I have what is necessary to succeed in Perfectionville.

There are several reasons I hope to become the Superintendent of the Perfectionville Unified School District. I believe my strengths are a perfect match for the identified critical issues and desired characteristics. I have a record of bringing groups together to form a single powerful team with the shared purpose of listening and effectively representing the interests and concerns of students, staff, parents and community members. I am a proactive and strategic thinker and consistently demonstrate the ability to move an organization in innovative directions to achieve important outcomes.

It has been my great fortune to serve in a variety of leadership positions and work with outstanding mentors and colleagues. Serving as a principal at the elementary, middle and high school levels combined with my roles as Assistant Superintendent of Educational Services and Assistant Superintendent of Human Resources provided me in-depth understanding of the full range of challenges involved in the K-12 curriculum, academics, arts, and athletics as well as competently meeting personnel requirements and needs.

Each position, whether leading a district, school, or classroom, has contributed to my professional development and established my core values. In each experience, I have demonstrated the ability to set a vision and purpose, create a culture of trust and collaboration, employ outstanding skills as a communicator, listener and mediator, implement a consistent instructional program for all students, and allow our organization's foundational values to drive all decisions.

As a sixteen year bargaining team member, I have learned that there are no simple answers to difficult questions. I have a track record as a team builder, collaborative problem solver and one who makes concerted efforts to ensure fiscally responsible solutions while supporting the needs of students, parents and teachers. I believe that a broad commitment to a well-designed process offers the greatest potential to achieve the best possible outcome for all.

I am convinced that the support and confidence of the community, parents, faculty, staff and students are essential to realize a common vision. I have been fortunate to earn and keep a common trust among the constituents I have served. Parents trust me with their students, and employees at both the site and district levels trust me to work with them as partners. I have led communities through tragedies, celebrated huge victories, both practical and symbolic, with families, board members, and communities. Throughout these situations, my ability to maintain confidence and communicate clearly has allowed me to present the issues positively, accurately and effectively.

Being named the next Superintendent for the Perfectionville Unified School District would be one of the proudest moments of my career. Families entrusting their students to the Perfectionville Unified School District depend on the leadership of their Board of Education and their Superintendent of Schools to align resources with priorities and to fully support the goals and aspirations of their children. As part of that team, I will be fully committed to serve the organization and community with energy, dedication, passion and integrity.

Thank you in advance for your consideration.

Sincerely,