Dušan Aleksić

Dunavski kej 15/42 | Belgrade, 11000 | [Phone] | [Email]

I wish to apply for the position of High School Principal in the Grandview Public  
School system as advertised in the March 31 edition of The Omaha World Herald.  
As you will note on my enclosed resume, I hold a Master of Education in Education

Administration degree from the University of Nebraska-Lincoln with a 7-12 Principal

Endorsement. I have been the Assistant Building Principal at Milton Middle School since

19xx. Prior to that time I taught middle school and high school English.

My resume illustrates specific examples of my leadership and administrative

duties. My evaluations have always noted my strengths as being creative thinking, problem

solving, strong long-range planning, and the ability to communicate with a diverse

population. I believe that my strengths and abilities are exactly what you are looking for

to fill your position.

I enjoy the challenges of education, working with teachers, parents, and students,

and the opportunities to make education happen for each student. I feel that I can be an

effective leader for Grandview High School, a school that has a strong reputation for

providing opportunities for high academic achievement and personal growth for all of its

student population.

I have enclosed my resume, and will send my credentials as your ad requested.

If I can provide any further information, please feel free to call me or e-mail me. Thank

you for your consideration.

Sincerely,

Susan T. Ward

Enclosure