**COVER LETTER**

It is with great enthusiasm that I write to submit my name for a school leadership position. I have earned a Bachelor of Education (POPULATION), Master of Business studies in FINANCE, a professional license in teaching, and have been studying M.Ed in education planning and management (EPM). With 2 years experience as a Principal, 3 years experience as school coordinator and more than seven years experience in hands-on teaching at different schools and colleges. I am confident that I possess the qualifications required to help your institution promote its philosophy and goals.

As the attached resume will detail, I am currently serving as Principal at PURWA CHHETRIYA POLICE BOARDING HIGH SCHOOL, where I am the educational leader and administrator in charge of all programs and initiatives. I am working closely with faculty to realign the curriculum to the Common Core and modify instruction to best prepare students for the Keystone exams. As a school Principal at this School, I supervised a diverse staff and more than 900 students (including more than 300 hostellers). As Activities Administrator, I spearheaded a faculty task force that successfully maintained student clubs and activities on a significantly reduced budget by encouraging faculty and staff to donate their time and expertise at little or no cost to the institution. I have coordinated Classrooms for the Future and have utilized Standards Aligned Systems, Measures of Academic Progress and PA Value-Added Assessment to improve effectiveness of instruction. Additionally, I served more than five years as a vice principal for the British English Language Institute, an experience that has magnified my site planning and instructional leadership abilities.

My greatest strengths include: collaborative leadership, strategic planning, empowering educators to develop their leadership and instructional skills, independent academic program development in technology, science, and math, coordination and leadership in community and pedagogical programs, and identification / implementation of organizational programs. I foster strong working relationships with local and school communities and facilitate integration of initiatives designed to enhance the school environment.

As Principal, I aspire to a school culture and educational program conducive to student learning and development. Families are under tremendous challenges today, and I seek to foster positive behavior, student and faculty teamwork, and cooperation in the school environment. I initiate and lead programs to provide clear, concise information both internally to professional staff and externally to students and parents. My belief is that students make choices, and most of the time there are natural consequences for these choices. They should be held accountable in a consistent and fair manner.

I would appreciate the opportunity to meet you personally to discuss, in detail, how my diverse skills and experience will allow me to make a valuable contribution to your school. Thank you for your time and consideration.