Brody Cannon

1 Main Street
New Cityland, CA 91010
Cell: (555) 322-7337
E-Mail: example-email@example.com

Dear Superintendent Champion,

As a highly skilled Director of Education, I read your posting for a new Director of Education with interest. My experience aligns well with the qualifications you are seeking at Jamestown Elementary School, in particular my role as Director of Education at Waterford Elementary School, and I am certain I would make a valuable addition to your team.
With more than four years’ experience as a Director of Education, I am adept in curriculum selection, teacher development, and records administration. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate communication and leadership abilities, I excel at:
Assessing student learning and proactively making changes to improve results.
Choosing curricula that meets all requirements and fosters student learning.
Developing best practices for consistent teaching across school.
Implementing and monitoring district policies.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for student development. I am extremely enthusiastic about Jamestown Elementary School’s focus on improving test scores and would welcome the opportunity to contribute to the attainment of your educational goals.
Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meets your needs.
Thank you for your time and consideration.

Sincerely,
Brody Cannon