

School Administrator Cover Letter

246 Jeanne Passage
South Josette, WI 02261-4311

Dear Tyler Gleichner,

In response to your job posting for school administrator, I am including this letter and my resume for your review.

In the previous role, I was responsible for consultation to other MDPH programs, state agencies and school systems related to special projects and funding for school health delivery programs.

My experience is an excellent fit for the list of requirements in this job:

- Experience with program coordination, student data collection, instructional leadership and co-teaching
- Staff support – own the purchasing process for school supplies
- Experience developing data-driven proposals for senior leaders in higher education
- Superior organizational and management skills
- Experience supporting innovative student leadership initiatives and developing thoughtful student-faculty-administrative programs preferred
- Professional or student experience in community standards adjudication
- Oral and Writing communication level (Intermediate)
- Computer and Technical level (Intermediate)

Thank you for taking your time to review my application.

Sincerely,

Emery Hauck