**Meghan Cook**

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May 8, 2023

Administrative Position

Dear Hiring Manager,

As an experienced teacher and educational leader, I am interested in the administration job postings in your district. After reviewing the mission and vision of the district, I was excited to find that my qualification and strengths as an educational leader align with the goals of the district.

I bring a fresh set of skills that I know will be valuable to your district. As a teacher and educational leader, I can work collaboratively, inspire others with my positive outlook, and problem solve to make schools a better place for students to achieve success. My leadership skills and compassion is shown through my communication skills, building a strong professional relationship, and collaboration.

I am excited to bring my knowledge, skills, and talents to the team working for this amazing district. I know that I will be able to provide new ideas, assist with current and future changes, and problem-solving skills to the team.

Please review my enclosed resume for more information on my work history, volunteer experience, and certifications. I would appreciate any opportunity to interview for the role of an administrator. I am eager to discuss my strengths and skills that will align with the job posting.

Thank you for your time and consideration.

Sincerely,  
Meghan Cook