**Robert Smith**

**Principal**

[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

As an enthusiastic and dedicated teaching professional, I want to self-recommend myself for the role of Principal for your renowned school. With 7 years of experience, I have facilitated knowledge development, induced discipline & social skills and developed mind engaging lesson learning plans for all age groups of pupils.

I believe that I am capable of managing the staff and operation of your school. I am listing down my job responsibilities of the current role below:

* Monitor the routine school operations.
* Allocate the annual school budget.
* Set performance standards for the teaching faculty.
* Prepare the school's overall performance report for the board's review.
* Devise new strategies to improve the teaching methods.
* Ensure that the rules and regulations are followed properly.
* Oversee the complex matters.
* Carry out other related duties.

Over the course of my professional experience, I have designed various age-appropriate brainstorming activities, promoted personality development and encouraged students to secure excellently. I feel confident to join your school and bring significant success to it.

Thank you for your kind consideration and valuable time. I am attaching my updated resume to add additional details on my academic coursework and professional experiences. I hope to have a detailed discussion about my expertise further.

Best Regards,

[Your Name]

1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com, www.qwikresume.com

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