Date

Name of the Applicant  
Contact details  
Email address

To Whom It May Concern,

I am pleased to write this cover letter. The reason for writing this letter is to inquire about the position of **Assistant Principal** in (name of the institution) as I would like to apply for this position. It would be a great honor for me if you allow me to be a part of your team at (name of the institution). I with my abilities and skills consider myself to be perfect for the position of Assistant Principal at your institution.

I also possess a teaching experience of (number of years). I joined (name of the school) on (date and year). During my job as a teacher in (name of the school), I gained a lot of new experience regarding the student dynamic. I was still a student myself at (name of the university) when I joined (name of the school) and started my teaching career. Although it was difficult for me at that time to manage both sides, yet I somehow aced it. Moreover, being able to see both the sides of the coin turned out to be of great benefit for me as I managed to point out the flaws present in the students and the teacher’s behavior. It is usually observed that the main reason behind any conflict or issue is lack of communication. Therefore, I worked on my communication skills for not only be a better student myself but also to act as a role model for my students.

I worked with around (number of students) during my first year at (name of the school). For the next (number of years) I continued to work hard. During my tenure in (name of the school), I not only served as a (name of the subject) teacher but also, I actively participated in organizing several events in the school for the students. These events included both curricular and extra-curricular activities. These competitions not only gave the students a break from the daily monotonous routine but also helped them to grow and have a positive attitude towards studies and their lives overall.

I would like to extend my gratitude to you for considering my application for the position of Assistant Principal in (name of the institution). I assure you that I have the potential to perform my duties as a principal in (name of the institution). I have attached my work experience certificate with the application as proof to avoid any problems.

Yours Sincerely,

Name of the applicant