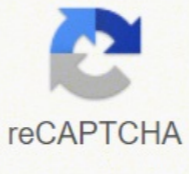




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Letters of recommendation for assistant principals

(To use address)
(City, State, Zip)

(Date)

(Recipient)
(Recipient's address)
(City, State, Zip)

To Whom It May Concern:

It is without reservation that I recommend _____ as a teacher of high school English. As principal, I recognize his skill for another teacher who has an extended record of _____ performance greatly exceeded our expectations, and we wish we could keep him on. Our loss is someone else's gain.

_____ is enthusiastic and creative, yet flexible. He was quick to adapt to the way we do things here at _____ High, but at the same time he was able to put his own spin on things and enhance the existing curriculum. For example, one day I heard a lot of noise coming from his classroom. Upon investigation, I found the source of the students' excitement. They had given a little "sneak" song which was from "Honey, We Shrunk Ourselves". Engaging messages in no way fail, but _____ excels at it. His classroom management and discipline skills are on target and will only improve with experience.

He is also an excellent role model for his students, several of whom actually came out on their own time to check with him when he was missing in school somehow.

_____ likes criticism well. Usually, he had some issues with remaining organized, which is understandable since he was stepping in to implement a curriculum he did not create. He is a team player and gets along with other teachers and administrators. He is quick to volunteer for collaborative projects and has a keen interest in the workings of the school as a whole.

Sincerely,

(Name)

isd742.org
St. Cloud Area School District 742
Preparing for a Future



Tech High School

233 12th Avenue South
St. Cloud, Minnesota 56301

Roger Ziemann, Principal
Stacie Vos, Assistant Principal
Carol Potter, Assistant Principal

Telephone: (320) 252-2231
TTY: (320) 202-6800
Fax: (320) 529-4328

E-mail: tech@isd742.org
Web site: http://isd742.org/tech.html

Clear Lake
Clearwater
Collegeville
Lansburg
Pleasant Lake
St. Augusta
St. Cloud
St. Joseph
White Park

April 29, 2011

LETTER OF RECOMMENDATION FOR INNA ZHURAVEL

To Whom It May Concern:

It is with distinct pleasure that I write this letter on behalf of Ms. Zhuravel. For the past year, she has been an intern in our Guidance Department. I have had the opportunity to view her work and interaction with students and staff on both a professional and personal level.

During Inna's internship, she had the opportunities to experience many counseling duties. She was responsible for helping other counselors field daily problems such as schedule changes, personal problems, credit checks with students and parents, individual career and college planning, registering new students, and writing ALC graduation letters. Inna also did classroom presentations for grades 9-12th. Some of her topics included: Financial aid (FAFSA), presenting registration materials, bullying and scholarship information. Inna learned a lot of information quickly and did a great job presenting it to students.

Inna played a vital role in assisting Tech Testing Coordinator VanHauen in organizing, administering, and proctoring the MCA tests. She worked the process from start to finish. She learned quickly how to check in materials, administer and help pack up materials to send back to the state. This opportunity has given her the experience she would need to handle this process on her own with great success.

I have confidence in Inna's abilities as a counselor. She relates well with students and asks questions or seeks feedback when appropriate. Inna takes time to talk to students and understand the issues, consults when needed, and develops a plan with the student to deal with the presenting concern. In her year at Tech High School, she has developed a special rapport with many students.

As an individual, Inna is both an interesting and interested person. She shares her mastery of many languages and cultures including her Ukrainian homeland. She brings to her chosen profession a global perspective which is unique to most teachers and counselors. Also, she has an open mind to other opinions and concepts as she continues her quest as a lifelong learner.

I recommend Inna for any school seeking an individual who is thorough and gets the job done. She has great counseling skills, which will serve her well in any position and in any district in which she seeks to further her professional career. Without hesitation I give my highest professional endorsement to Ms. Zhuravel.

Regards,

Roger Ziemann
Principal

...preparing all learners, in partnership with their families and the community,
to live and contribute within a changing and diverse world

Sample Elementary School Principal Cover Letter

Your Name
Address
City/State/Zip
Email Address

Date: MM/DD/YYYY

Employer's Name
Organization
Company's Name

Dear Mr./Ms. (Employer's Last Name),

I am interested to work in your organization (insert the name here) as an elementary school principal. I am excited to have shared your post and reviewed the nature of the job opening and have the required experience and qualifications for the position. Please accept my resume which I have enclosed with this letter.

I hold a masters degree in education and also have a professional license in teaching. After completion of my studies, I worked as a teacher at various schools for the past five years. I have demonstrated leadership abilities by working with students of different age groups and leading their research.

Later, I was promoted to the post of an elementary school principal in the same institute. I have been in this position for the last three years. I am well aware of the duties and responsibilities involved in this work profile. My key role was to direct and focus on the school's vision and goals. I made sure that the programs and activities were aligned with the objectives of the organization.

Over the last few years, I have interacted with the parents as well and presented any queries related to their children.

I would appreciate if we can meet up for a follow-up interview where I can share you some of my work and discuss on the same. If you have any questions related to my work, please call me at (insert contact details) or you can email me at (insert your email address).

Thank you.

Sincerely,
Your Name

Enclosures: Resume and Work Experience Certificates

Sample 3: Application Letter for Internship (Full Block Format)

88 Ridgewood Avenue
Osining, NY 12059
January 15, 2003

Mr. John Alta, Project Manager
PMTM + Jones
23 E. 25th Street
New York, NY 10002

Dear Mr. Alta:

I am a junior majoring in Mechanical Engineering at Manhattan College in search of a summer engineering internship and possible part-time work during the school year. I found your listing on JasperTRAK.com which indicated that there might be an engineering intern position available in your company. If so, I would like to be considered for the position.

As my resume indicates, I have both hands-on and office experience in the engineering field, as well as familiarity with drafting and computer applications. I also have HVAC design and fabrication experience through a prior internship. Furthermore, I am motivated, hardworking, and I learn quickly. I will be available on a full-time basis from mid May until late August and quite possibly several hours a week during the school year.

I am very interested in the hands-on aspect of this internship, and from what I read I believe that such a position at PMTM would provide me with a truly valuable experience. I would appreciate a few minutes of your time to further discuss this internship opportunity. I will call you during the week of January 22. In the meantime, if you need to contact me, my number is 914-898-5623. Please leave a message if I am not in and I will return your call the next day.

Thank you very much for considering my request. I look forward to talking to you.

Sincerely,

(Written signature)

John J. Smith

recommendation letter sample for assistant principal position

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Recommendation letter for master student.

Your letter of recommendation can describe the enthusiasm of the candidate to overcome the challenges associated with students, build the student community and address the individual needs of the students. She worries passionately with the reduction of student gang involvement and often spends more time developing a relationship with her students in a risky situation. A € œConstruct a positive community is expected that the directors create safe, effective and empowered communities in and out of school. You can discuss the positive relationship of the director with the members of the School Council, the local media, non-profit organizations of Education of the area and Local Government Liker. They have a great sense of humor and are capable of working well with people of all ages. I know _____ would be a trump for any school district and would be an excellent choice for the position of Deputy Director. Sincerely, (your name) (your email) example template # 4For who can worry, I am writing this letter in support of XYZ to the position of Deputy Director. For example, your letter can say & € œSinder. It is not required email. Establishing professional context of the letter, establishes its relationship with the candidate and clearly synthesize his understanding of her responsibilities. XYZ is also very respected by his colleagues, who appreciate his knowledge and experience. If you want to discuss XYZ more in-depth qualifications, please contact me in (phone number), sincerely, (your name) (Your e-mail) Thoughts finished you are looking for a job as an adjunct director, a letter of recommendation can be an important tool in your job search. A letter of recommendation for a deputy director is a formal letter that is written to recommend a person to a job as deputy director. The challenge of writing recommendation letters for directors o&As o&As soipAcnirp sOavirtartsinimda aicn&AtepmC odneverced ,sagnol etnatsab res medop euq sep&Aazilar rimuser me to coordinate complex responsibilities associated with a school's finances, legal & , relationship & the school board, staffing needs, and other administrative tasks, according to the North Carolina Public Schools. _____ There's an excellent educator who has a proven track record ^ success in the classroom. I am not an excellent teacher, _____ I am also a skilled administrator. Some of the key qualities that an assistant director should have include strong leadership skills, good communication skills and the ability to manage difficult & . In the last three years, XYZ has been an assistant director in our district and during that time has proven to be an excellent educator. It is dedicated to your work and always puts the needs of your students first. Effective letters of recommendation discuss the candidate's ability to communicate with parents and family members, motivating them to invest more in the individual success of their students. It is also important to ensure that the letter is free from spelling and grammatical errors.Example Model #1Dear _____, I am writing to recommend _____ for the position of Deputy Director. When writing a letter of recommendation to an assistant director, it is important to focus on the most important qualities for the position. When possible, use specific examples of the director's professional experience. A letter of recommendation could say: Mrs. _____ has been working as a teacher in our district for many years, and I can attest to your dedication education and its ability to manage a classroom. Last year, the school partnered with companies in America to finance a new ^ laboratory. XYZ also ©m A highly respected by its slliks dna setilauq eht thgilghil duohs dna nettiru llew eb duohs rettel eht secruoser rettel noitadnemmoer eroM setalpmE rettel noitadnemmoerR snoitacifilauq ruoy tuoba ylevitisp kaeps nac dna llew uoy swonk olhw enoemos ksa ot tnatropmi si ti , noitadnemmoer fo rettel a rof gnikool era uoy flA .A,elor eht rof deifilauq era uoy taht wohs nac dna setadidnac rehto eht morf tuo dnats uoy pleh nac noitadnemmoer fo rettel gnorts A .lapicnirp tnatsissa fo noitisp eht rof ZYX dnemmoer ot ronoh ym si ti _____ raeD2# etalpmE elpmaSiliame ruoY(jemaN ruoY),yerenciS,lapicnirp tnatsissa fo noitisp eht rof reh dnemmoer ylgnorV I dna ,tcirtsid loohcs yna ot noitidda tellexe na eb duow _____ taht thuod on evah I,yadot slohcs gnicaF seussi xelpmoc eht fo gnidnatrednu peed a sah ehs dna ,srotacude fo maet a dael dna eganam of ytiliba reh detartsnomed sah eHs .stnemeveihca fo tsil ekil-emuser a sa daer tAA&eusoY .stuc tegdub detadnam-etats sAA&eraey tsal ot detaler segnellahc gnigreme evloser dna sserdda ,ezitiroirp ot sgniteem ffats ediw-loohcs ylkeew gnidael ,srehcaet 57 revo fo ffats a sesivrepus rotnaC .rDAA&e ,etats thgim uoy uoy .elpmaxe roF .daolnwod eerF .eulav erom stnemetats ineugibus gnivig ,ecnerfer elbiderc a sa uoy sehsilbatse txeonoc lanoiseforp gnidivorP AA&e.tnecrep 81 yb serocst tset llarevo evorpmi ot ,loohcS elldiM eniP llaT ,etis loohcs reh htiv krow rotnaC eiluj devresbo evah I ,sraey eerht tsap eht revOAA&e ,etats thgim rettel ehT .ecitcarp gnihcaet nwo reh evorpmi ot syaw ven rof gnikool syavala si dna ,worg dna nrael stneduts gnipleh rof noissap raelc a sah ehS/eHA A ,rotacude dna redael yralpmexe na eb ot flesreh nwohs sah ehs/eh ,tcirtsid loohcs ruo ni lapicnirp tnatsissa tnerruc a sA .)rebmun enohp(ta em tnatoc ot etatish ton od esaelp ,rehtruf snoitacifilauq ZYX ssucsid ot ekil duow uoy fl ,noitarballoc dna krowmaet ot noitacidred reh etaicerppa onw the person has to make them successful in the role of deputy director. This creates a positive relationship with families and teachers, facilitating more effective communication about students' progress. PDF Download Directors may require letters of recommendation when they transfer to a different job or apply for a grant. Job interview resources Curriculum resources and presentation letter Job research resources Download our full interview preparation guide Singer walks daily around campus during lunch, talking to students and asking for feedback on how to make the school a better place. Before approaching a director's most differentiated skills and characteristics, describe their level of administrative competence. Templates Guides Letter Resources Favorites Our favorite features are included below. Individuals may also write letters of recommendation to a principal to name it for a leadership award of the school administration or other recognition. Cantor established the school's year-long home visits program, in which each teacher commits to attend to the fam of their students in their homes. The letter should also highlight any other qualifications & or experiences that the person has to make a good choice for work. If you are not writing a letter of recommendation to a deputy director, it is important to make sure that the letter is well written and properly formatted. _____ also ©m has been a prominent leader among his peers, often taking on extra duties and responsibilities.AI&© m of his skills as a teacher and leader.

For example, you cannot declare that you do not serve on an interdistrict committee together with other directors charged with improving the test results required by the The letter must be addressed to the person who will take the decision to hire, and it must be written in writing, a formal tone. I am confident that he/she would be an excellent addition to your school district.Sincerely, (Your Name) (Your Email) Example Template #3Dear _____, I am happy to recommend _____ for the position of deputy director.



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