Susan Sharpe

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September 1, 2018

Mr. David Paulin  
Greenwood Elementary  
Principal  
1390 Broadway  
New York, NY 11111

Dear Mr. Paulin,

Independent schools such as Greenwood Elementary require a hardworking, organized administrative staff to ensure that the school runs successfully and efficiently. My administrative experience and organizational skills would help contribute to the long history of success at Greenwood School.

I have extensive administrative experience in an academic setting. For the past two years I have worked at the Early Childhood Center at XYZ College, where I alternated between running activities for the children and answering phones, scheduling parent-teacher meetings, and performing other organizational tasks.

I also served as an intern for the principal of 123 Elementary School, undertaking a variety of office assignments while also observing firsthand the day-to-day duties of an academic administrator.

I have attached my resume, and would love to speak with you regarding how I could make a significant contribution to Greenwood School's daily operations. I will call you within the next week to discuss arranging an interview. Thank you for your time and consideration.

Sincerely,

Susan Sharpe