

To Whom it May Concern:

I wish to apply for your Leadership position. I am currently a Biology and AP Biology/Environmental Science teacher at Meadowbrook High School, where I also serve as an Administrative Aide. As a teacher I have had the opportunity to work in a diverse community, believe in building positive relationships with students and staff to promote a life-long learning experience, perseverance, and growth.

As noted on my enclosed resume, I am currently pursuing a Masters in Educational Leadership & Policy Studies degree from the University of Richmond, with an expected graduation date of May 2019. My resume illustrates specific examples of my educational and leadership experience as an administrative aide and duties performed in the classroom. I am confident that I am a perfect fit for this position.

While in Chesterfield County, my evaluations have always noted my strengths as being creative thinking, problem-solving, multi-tasking, and the ability to communicate with English Language Learners. I confident in my experiences as an Administrative Aide, alongside my content in my Master's program I will have the ability to fulfill all tasks required of me as a leader in your building.

I look forward to the opportunity of continuing my career in your reputable county and community. As a career switcher, I particularly enjoy the challenges of education, working with teachers, parents and students, and the opportunities to make education and opportunities happen for each student. I feel that I can be an effective leader in your community that has a strong reputation for your high expectation and dedication in providing an innovative and individualized educational experience for your life-long learners. I look forward to the opportunity to partner with you to continue to exhibit your excellence in your partnership with students, families and community.

If I can provide any further information, please feel free to contact me. Thank you for your time and consideration.

Sincerely,

LeKiesha Y. White