

**[Your Full Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name/Search Committee Chair]

[Title, e.g., Director of Human Resources]

[School District or Educational Organization Name]

[Address]

[City, State, Zip Code] Dear [Hiring Manager Name or Search Committee],

**Re: [Job Title / Position Reference Number]**

[Introduction: State the specific leadership position you are applying for and how your philosophy aligns with the Educational Leadership Network's mission. Briefly mention your total years of administrative experience and your primary motivation for seeking this role.]

[Leadership Strategy & Vision: Describe your approach to instructional leadership, data-driven decision-making, and professional development. Highlight a specific achievement where you successfully led a team or school through a significant transition or improvement initiative.]

[Stakeholder Engagement: Detail your experience in fostering a collaborative culture among staff, students, parents, and the broader community. Explain how you cultivate equity, inclusion, and a positive school climate.]

[Closing: Summarize why your background makes you a uniquely qualified candidate for this network. Express your enthusiasm for an interview to discuss how your leadership can contribute to the organization's long-term goals.]

Sincerely,

[Your Signature (if sending by mail)]

**[Your Printed Full Name]**