

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.

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 Sharp

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