



### **Contact**

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### **References**

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To whom it may concern,

My name is Theo, and I am writing to you to apply to an open position at your school. I am confident that the abilities I've accumulated over 10 years as an educator, my strong academic qualifications, and my commitment to lifelong learning can be assets to your institution and your students.

If I could distill my professional and personal philosophy into one word, it would be modernization. This one word has always driven my vision and planning. By increasing use of technology, creating experiential connections with clients, or simply keeping all aspects of my workspace up to date, I have been able to align my goals in a way that benefits any educational institution that I have been part of. This devotion to development has not only led to students achieving higher test scores in both internally and externally assessed exams, but also a satisfied parental client base.

Like all organizations, a school has its own culture. In that culture, everyone has a role to play in its development. I contributed to my school's culture by executing school-wide programs and administrative changes that fostered the ideals of honesty, accountability, and intelligence. Specifically, I successfully advocated for administrative changes, helped established student wellness programs, and began academic "step-up" seminars. My involvement in these endeavors has enabled me to understand that fostering a culture of client success equals a culture of organizational success. I am certain that I can also help foster this level of success with your school as well.

In conclusion, my background and skill sets have prepared me to be a successful contributing team member in this type of environment and for a school exactly like yours. Thank you so much for your time and consideration. I hope to hear from you soon.

Respectfully Submitted,

Theodoros Theofilogiannakos