

‘LEADERS DO NOT SET OUT TO BE AS A LEADERSHIP, THEY SET OUT TO MAKE A DIFFERENCE IT’S ALWAYS ABOUT THE GOAL’

Looking for the post of Senior Principal / Academic Director / Advisor (CBSE / Matriculation)

Respected sir/Madam

It is great pleasure that I write to submit my name for a school leadership position

I have earned a bachelor of commerce & Master of philosophy in Madura College Madurai, later I completed master of commerce in education and administrative management, master of library sciences, Master of philosophy of commerce, post graduate diploma in entrepreneurship with Bachelor of education specialization in English etc.

I have 7 years working experience in matriculation higher secondary school and 15 years working experience in CBSE reputed top level international school in Delhi, Bombay, Calcutta, Punjab and Tamil Nadu.

I am confident that I possess the qualifications required to help your district promote its philosophy and goals.

As the attached CV will detailed. I am currently serving as a Senior principal in Indian group of institutions located Dharmapuri CBSE school where I am the educational leadership and administrative in charge of all programs and initiatives.

I am working closely observed with all teachings faculties to realign the curriculum to the common core and modify instructions to best prepare students for the key stone exams.

As an CBSE principal I supervised a diverse staff and more than 2500 students.

As activities administrator spearhead a family task force that successful maintained over 15 students club activities on a faculty and staff Donate their time and exercise at little or not cost to the district.

I have coordinated class room for the future utilized standard aligned system measure a academic progress and PA value added assessment to improve effectiveness of instructions.

Additionally I served as a motivational speaker, Academic Advisor in all over Tamilnadu state/Matriculation/CBSE school especially for training Management those

who are running new school without any educational background and basic knowledge about the educational system and Teacher training program with skill based subject based through CBSE recognized T.T. and parents motivation, Senior children career based counseling and life skills values of problems solving to decision making etc.,

My greatest strength includes,

Collaborative leadership, strategic planning empowering educator to develop their leadership and instructional academic program, development in technology, science and Mathematics, Mass media communication and entrepreneurship, marketing strategies coordinated and leadership community and pedagogical program and identification of implementation of program.

I foster strong working relationships with local and school communities and facilitate integration of initiative development to enhance the school environment.

As principal I aspire to a school culture and educational program conductive to student learning and development, families are under themselves challenges today and I seek to foster positive behavior students and faculty team to work and coordination and cooperation in the school environment.

I would appreciate the opportunity to meet you personally to discuss in detail. How many diverse skills and experience will allow ne to make a valuable contribution to your school.

I enclosed my CV along with this letter.

Thanking you

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