

Sara Kazmi

Houston, Texas

Sakazmi2@cougarnet.uh.edu

Date

To Whom it May Concern,

I am writing to express my interest in the Principal Position at [School]. I currently hold a degree in Biochemical and Biophysical Sciences with three minors—Mathematics, Chemistry, and Medicine & Society (May, 2019) from the University of Houston. I have completed the teachHOUSTON post-baccalaureate alternative certification program (ACP) and am currently teaching high school Physics with a certification in Science 7-12.

As a current graduate student at the University of Houston, I am eager to contribute to ongoing research while also expanding my knowledge in the areas of research, data analysis, database management, and project coordination. Having taken graduate courses in the Administration and Supervision program, I have developed strong skills in data management and research analysis through my coursework, as well as previous work experience. I have successfully retrieved, analyzed, and presented data in a variety of fields; including special education intervention, parent and stakeholder involvement, and classroom professional development. I have created introductory intervention plans for special education, interviewed teachers and parents regarding school communication, and presented professional development for middle and high school teachers.

The work I have done thus far has honed my attention to detail and my organization. I have experience in compiling and presenting data through a variety of visualization modes that has provided valuable insight to administrators, faculty, and staff, and will prove to be an asset to your team. In short, I firmly believe that my academic background has equipped me with the necessary skills to assess, analyze, and manage data.

My previous experience has taught me the importance of collecting and analyzing data related to student retention, success, and satisfaction. I am eager to contribute my skills to these efforts. I am confident that my interest in data collection and analysis will make me an asset to the Assessment and Effectiveness Team.

I believe this position offers a valuable opportunity to gain experience in data analysis, visualization, project management, and research. Thank you for considering my application. I look forward to discussing how my skills and experience align with the needs of your team.

Sincerely,

Sara Kazmi