

[Today's date]

[Hiring manager name]

[Organization name]

[Street address]

[City, state zip code]

Dear Ms./Mr. [Hiring manager's last name],

I have submitted my application to be considered for the Technology Coordinator role. I can offer [School district name] several years' experience in education, with the last 15 years in professional learning, instructional technology, organizational improvement, coaching and training. Given my background in education and achievements, I am in a great position to make significant contributions of learning and employee engagement that will support employees in contributing to the success of students in [School district name].

I currently provide internal professional learning and coaching for [School district name]. I will bring enthusiasm, employee unification and a wealth of instructional technology, professional learning and coaching knowledge to Instructional Services. I also coach and mentor beginning staff members, train all staff on our professional learning framework and authentic technology integration. I am a current board member for [Name of nonprofit]. I have led an Instructional Rounds team, led data teams and coached principals with the International Center for Learning and Education guidelines, and led the mentoring initiative. I recently supervised a staff and am a certified appraiser and trainer. I have planned and implemented large-scale events, such as convocation at [Previous district name]. I am a state level examiner for the Award for Performance Excellence. I am innovative in thinking, and am positive and enthusiastic about new ideas and helping all employees grow and learn.

As a leader, I frame decisions on what is best for students, I know that this is a shared vision of [School district name]. I am very excited about the possibility of working alongside all of you. I am a hard worker, dedicated to learning, love to help and serve, provide unique experiences for learners and give back to others.

My résumé is attached and will provide you additional details about my responsibilities and contributions to education, instructional technology and professional learning. If I can provide any additional information or answer questions, please do not hesitate to reach out to me.

In the interim, thank you for reviewing this letter, application and the attached material.

Sincerely,

[Signature]

[Printed full name]

[Phone number]