
Letter of Intent for Promotion for Teachers

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Dr. Michael Smith
Springfield High School
456 Oak Avenue
Springfield, IL 62701

Dear Dr. Smith,

I am writing to formally express my interest in the Lead Teacher position at Springfield High School. Having dedicated 10 years to this institution, I believe my experience, skills, and commitment make me an ideal candidate for this promotion.

During my tenure, I have consistently strived to contribute to the academic success and personal growth of my students. Highlights of my contributions include:

- Implementing innovative teaching strategies that have significantly improved student engagement and performance.
- Leading professional development workshops that have enhanced our faculty's teaching methods.
- Mentoring new teachers and providing support to help them integrate into our school community effectively.

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- Serving on various committees aimed at curriculum development and school improvement.

I am particularly proud of developing the after-school tutoring program, which resulted in a 20% increase in student test scores and improved student morale. This experience has further fueled my passion for educational leadership and my desire to take on greater responsibilities within our school.

I am confident that in the role of Lead Teacher, I can contribute even more to Springfield High School by promoting collaborative teaching practices and enhancing the curriculum to meet diverse student needs. I am eager to continue fostering a supportive and challenging learning environment for both students and teachers.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and goals align with the needs of our school.

Sincerely,

Alexandra Johnson

Current Position: Senior English Teacher

Springfield High School