

Jeanette Cutone

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Jeanette Cutone
267 Seventh Street
Bethpage, NY 11714

Mr. Kyle Faulkner
Fillmore High School
104 Main Street
Fillmore, NY 14735

Dear Mr. Faulkner:

Please accept this cover letter and attached resumé as application for the advertised **high school principal** position in your district. This position matches my leadership and teaching experience. I am currently a dually certified teacher, and have leadership and teaching experience in Special Education English across diverse settings.

It is my personal goal to inspire and model highly visible educational leadership, as was modeled for me during my administrative internship. I believe this to be true now, more than ever, given the changing times of education. I believe I am an effective communicator who listens to and respects the ideas of others. I embrace integrity, trust, enthusiasm, compassion, and an ability to foster mutual respect. This allows me to understand that the transition from adolescence to young adulthood is difficult and occurs at different times for all students. Due to this I have developed relationships with post secondary programs appropriate for varying skill levels across New York State. I have also worked in collaboration with my district transition coordinator to have my school's first ever SEPTA College Night. It is a goal of mine to educate parents and students alike about the transition from high school to post secondary life for students with disabilities. I am confident I will not only lead, but also guide faculty, students, parents, and all community stakeholders along this path with reassuring words.

The idea of being a leader in your district appeals to me. I am excited about the idea of developing effective professional relationships with your faculty, students, and community. I would welcome an interview and hope to hear from you at your earliest convenience.

Very truly yours,

Jeanette Cutone