

School Principal cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Secretary,

I am applying for the position of Principal at [Organisation name]. For the last seven years I have headed a CBSE senior secondary school of 1,500 students in Raipur, and your group's decision to open a second campus with a residential wing is where I believe my experience will be most useful.

Two results from my tenure may interest the committee. First, teacher turnover was hurting continuity when I joined; I introduced a structured induction for new staff, a mentor for every first-year teacher and transparent appraisal linked to classroom observation. Annual resignations dropped from eighteen to six. Second, I led the school through a full CBSE affiliation renewal and a new science stream approval, coordinating the architect, fire officer and trust office so that every document was ready well before the inspection.

I manage a budget of around ₹8 crore with the management committee and review fee collection, salaries and maintenance every month. Parents know me because I hold an open hour every Saturday, which has noticeably reduced escalations to the trust office.

My contract requires three months' notice, though I can discuss an earlier release with my current management. I would welcome the chance to present my plan for the new campus in person.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Chairman and Members of the Managing Committee,

I am writing to apply for the post of Principal at [Organisation name]. Your school's plan to add a senior secondary commerce stream next session is the kind of growth I have been preparing for over the last four years as vice principal of a 1,100-student CBSE school in Jabalpur.

In my current role I run admissions, the examination cell and the discipline committee for Classes 6 to 12. When our unit test data showed that Class 9 students were slipping in mathematics, I reorganised the timetable to add two remedial periods a week and paired each weak section with a senior teacher. The Class 10 mathematics average rose by nine marks over two board cycles. I also prepared the documentation for our CBSE affiliation extension, including building safety, fire and sanitation certificates, and the inspection closed without a single query.

I hold an M.A. in English and a B.Ed., and I taught for fourteen years before moving into administration. I understand that a first principalship means answering to the management, parents and staff at once, and I am comfortable with that accountability.

My notice period is two months, and I can join before the new academic session begins. I would be glad to visit the campus and discuss my plans with the committee.

Regards,
[Your name]

BEFORE YOU SEND IT

- Address the letter to the chairman, secretary or managing committee when the advertisement names them; trust-run schools notice a letter that ignores who actually appoints the principal.
- State board, student strength, staff size and grades you have led in the opening paragraph, since committees shortlist on scale and board familiarity before reading further.
- Keep teaching philosophy to one line at most. Give one academic outcome and one operational outcome, such as an affiliation inspection, safety audit or staff retention figure.
- Use a subject line such as “Application for Principal – CBSE, 1,200 students” and attach degree and B.Ed. copies only when the advertisement asks for them.