

November 19, 2011



RE: High School and Middle School Assistant Principal Opening

Dear Mr. [REDACTED]

I am contacting you about the anticipated HS and MS assistant principal opening for the 2012-2013 school year. Please accept this letter and resume in support of my candidacy. I believe my record as a collaborative and enthusiastic admin intern at Brent International School in the Philippines as well as my extensive experience at the middle and high school level as an IB teacher and social studies department chair demonstrate my strengths as a candidate.

While working at Brent I've accepted many opportunities to take on leadership roles that have prepared me for this new position. As social studies department chair I've worked to improve and oversee the development and alignment of content across all social science curriculums using UbD and Rubicon Atlas. As a strong believer in the power of peer observation I've worked with colleagues to establish a peer observation program to increase department transparency and improve department practices. Among my current responsibilities as admin intern I am the CIS/WASC coordinator and am responsible for implementing and organizing the two-year Self-Study. In addition I am working in partnership with the school counselor to create a data team to identify areas of weakness in our school using our MAP results. As an upper school social studies teacher I have the opportunity to teach students at varying levels and abilities, including many non-native English speakers. Furthermore, as an IB teacher I'm aware of the challenges middle and high school students must prepare for to be successful in IB and advanced placement programs.

Before working in the Philippines I had the opportunity to teach a variety of ages and subjects in the states as well as additional international experience - including a one-year contract at a private academy in South Korea. Outside of education I've owned and operated my own painting business, which required me to hire, train and develop over 30 employees. This experience has been vital in developing my practical leadership skills and demonstrating my success as a leader. Currently, I am completing a MA in Organizational Leadership with a WA state principal licensure through a joint WSU/USF partnership with an estimated graduation date of December 2012.

I am familiar with [REDACTED] commitment to seeking out administration and faculty that will embody its core values. With a proven record of development and collaboration within international school communities I believe I would be a good fit for your school and it would be my privilege to contribute to these efforts as a MS and HS Assistant Principal.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Andrew Aldrich
Social Studies Department Chair
Brent International School, Subic

Andrew Aldrich

Binictican Drive • Subic Bay, PI 2222 •

Objective

To obtain a social studies teaching position that provides the opportunity to partner with a school to serve the surrounding and global community by developing smart, well-rounded and service-oriented students.

Education

Washington State University Started January 2011

MA in Organizational Leadership and Principal Licensure

- International Leadership Program through Washington State and the University of San Francisco in partnership with EARCOS
- Estimated completion date is December 2012

TEFL International

October 2006

TEFL Certificate

Phuket, Thailand

- Four week, 120-hour intensive course
- Ten hours of observed teaching, students ranged in age from 16-68

Bethel University

September 2000-Spring 2004

Bachelor of Arts, Social Studies Education; 5-12 and History

Saint Paul, MN

- Teaching license in 5-12 Secondary Education

Teaching Experience (Last 7 Years)

IB History Teacher and Social Studies Department Head

August 2009-Present

Brent International School, Subic

Subic Bay, Philippines

- Oversee and coordinate the social studies program in a K-12 international school including the IB group three subjects
- Teach upper school 20th C. history, human geography and a two year IB history program
- Head Cross Country Coach (3 years)
- CIS/WASC self-study coordinator
- National Honor Society selection committee

US Government and American History

January 2009-Present

Southwest Jr. High School

Forest Lake, MN USA

- Taught three sections of 9th grade US Government and two sections of 8th grade American History
- Collaborate with students to make yearly goals for academic success

English Teacher

January 2007-January 2008

Park's English School

Jeju Do, South Korea

- Taught 6 classes a day, 30 classes a week ranging in ages from kindergarten to high school
- Created all curriculum including special August Immersion classes about science experiments
- Worked as a team with other teachers to organize school activities

World and US History

January 2005-June 2006

Irondale High School

New Brighton, MN

- Created lessons, graded homework, held parent-teacher conferences and all other administrative duties of a fulltime high school teacher
- Created and adjusted lessons for ESL students

US Government Teacher

September 2005-January 2006

Coon Rapids High School

Coon Rapids, MN

- Created and taught the curriculum for a 9th grade US government class
- Collaborated with other teachers to create a comprehensive political platform assessment/project

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Alternative Employment History

College Pro Painters

May 2005-December 2008

Franchise Owner

Saint Paul, MN

- Owned and operated an exterior house painting business producing over 100 homes
- Trained and managed 30 college-age employees

Other Skills and Interests

- Leadership Development
- Running
- Learning Korean
- Educational Entrepreneurship
- World travel and other cultures

References

