



SAMPLE JOB APPLICATION MATERIALS

OSBA EXECUTIVE SEARCH SERVICES

John Smith
123 Any Street Salem, Oregon
97308
(503) 555-1212
OSBASampleapp2020@yahoo.com

Objective: Superintendent of Schools

Education:

University of Oregon, Eugene, Oregon Administrative Program	1992-1994
University of Oregon, Eugene, Oregon Masters Degree - Education	1990-1993
Oregon State University Bachelor of Science - Psychology	1983-1987

Professional

Experience:

Spray School District Superintendent/Principal	ADM: 65	July 2007 to Present
<ul style="list-style-type: none">Responsible for overseeing district finances, a budget of \$4.1 million; evaluation of all teachers and classified personnel; district planning; public relations for the district; policy development; advisement and collaboration on curriculum alignment and adoption; oversight of district assessment and data analysis; evaluation of curriculum efficacy district-wideImplemented one-to-one laptop program district-wide; dramatically increased the use of various classroom technologies to improve both curriculum and instruction; switched district to Google Apps For Education to improve communication, instructional efficiency and student technology literacyResponsible for budgeting, scheduling, supervision of coaches, program planning, evaluation of programs and employees		
Condon School District Elementary Principal	ADM: 85	July 2004 to June 2007
<ul style="list-style-type: none">Responsible for budgeting, student discipline, scheduling, assessment, and employee evaluation for Middle and High SchoolsOversaw and advised the realignment of Math curriculumImplemented teacher-directed system of evaluation which enhanced professional development for teachersWorked closely with the board in application, creation, and revision of policies.		
Smith Education Consulting Owner		Aug. 2002 to June 2004
Cascade School District Superintendent	ADM: 2250	July 2000 to April 2002
Centennial School District Human Resources Director	ADM: 6400	Sept. 1997 to June 2000
Centennial School District Middle School Principal	ADM: 1000	Sept. 1995 to Aug 1997
Centennial School District Teacher	ADM: 1000	Sept. 1988 to June 1995

Professional Affiliations:

1995 to present	Confederation of Oregon School Administrators
2004 to present	Eastern Oregon Reading Foundation Board Member

Community Activities:

2000 to present	Rotary Service Club (various cities)
2000 to 2002	Salem Chamber of Commerce

SAMPLE LETTER OF INTEREST

December 21, 2018

Sarah Herb,
Executive Search Consultant
Sample School District Superintendent Search
c/o Oregon School Boards Association
1201 Court Street NE, Suite 400
Salem, OR 97301

Dear Ms. Herb and Screening Committee Members:

I am pleased to submit this formal letter of application for the position of Superintendent of the Sample School District. I have over 20 years of experience in the education field, 10 years as an administrator. As you review my materials you will find I have the vision and leadership to guide the Sample School District to the next level.

In my most recent position as superintendent/principal of the Spray School District the school went from receiving a “low” rating on the statewide report card to a “satisfactory” rating.

I began my career teaching middle school English in an urban center near Portland, Oregon. I have served as an elementary and middle school principal as well as a Human Resources Director for a large district. As a result, I have broad experience in what is important in educational management and teaching and learning. My breadth of experiences are meaningful preparation for the career opportunity that Sample School District offers.

With my leadership as Superintendent, I believe that the Sample School District will see significant gains in student achievement. I am confident in my ability to work with the Board of Directors, staff, students, parents and community members to produce these results and to lead the Sample School District during these challenging times.

I look forward to talking with you in the near future.

Sincerely,

John Smith
123 Any Street
Salem, Oregon 97308
johnsmith1357@yahoo.com
(503) 555-1212

SAMPLE LETTER OF INTEREST

December 21, 2018

Sarah Herb,
Executive Search Consultant
Sample School District Superintendent Search
c/o Oregon School Boards Association
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Dear Ms. Herb and Screening Committee Members:

I am pleased to submit this formal letter of application for the position of Superintendent of the Sample School District. I have over 20 years of experience in the education field, 10 years as an administrator. As you review my materials you will find I have the vision and leadership to guide the Sample School District to the next level.

In my most recent position as superintendent/principal of the Spray School District the school went from receiving a “low” rating on the statewide report card to a “strong” rating. The district also met Annual Yearly Progress for the first time this past year. I was able to accomplish this through strong leadership and a focused and dedicated staff.

I began my career teaching middle school English in an urban center near Portland, Oregon. I have served as an elementary and middle school principal as well as a Human Resources Director for a large district. As a result, I have broad experience in what is important in educational management and teaching and learning. My breadth of experiences are meaningful preparation for the career opportunity that Sample School District offers.

I am very familiar with your community and know the strong support and value of education, as well as creativity, innovation, entrepreneurial spirit and livability that exists in Sample, Oregon. Working as an educational leader for the Sample community would be a wonderful marriage of opportunity and good fortune in that I would be able to live, work and participate in the advancement of a community I would enjoy.

With my leadership as Superintendent, I believe that the Sample School District will see significant gains in student achievement. I am confident in my ability to work with the Board of Directors, staff, students, parents and community members to produce these results and to lead the Sample School District during these challenging times.

I look forward to talking with you in the near future.

Sincerely,

John Smith

SAMPLE LETTER OF REFERENCE

January 10, 2019

Re: Letter of Recommendation for John Smith

To Whom it May Concern:

It is indeed a pleasure to write this letter of recommendation for John Smith. I have known John for the last 17 years, first, as a school principal and then as a district superintendent. I've had the privilege to work with him closely for six years as the Superintendent of the Sample Education Service District.

I can say without hesitation that John was one of the best superintendent's in the state of Oregon. His reputation precedes him and he has been successful in any administrative position that he has held within the state of Oregon. John is the kind of person that can move into a school district, work with the board and community and staff to provide the best possible education to the children in that community. He has an exceptional ability to communicate with a wide-array of people and is willing to listen and work with those people to come to a consensus on the direction needed to solve any type of problem. He has a vision of where education should go. He communicates effectively with folks and works with his staff and community to move towards meeting that vision. He is a strong leader, but he involves lots of different players in the decision making process.

John is the kind of person that brings high energy, integrity and ethical behavior to the job and is someone who is accessible at all times. He gets highly involved in the community he is living in and he is one those superintendents you will see taking that next step needed for his community by dealing with legislative issues when it is appropriate during the legislative sessions. His last few years of working for the Spray School District has expanded his skill set and makes him even more valuable as an educational leader. He understands K-12 school districts, education service districts and state level agencies. This understanding would make John an outstanding superintendent candidate in all three levels of education.

I cannot think of a person who would be a better candidate for any superintendency.

John is a GREAT one!

Sincerely,

Jim Doe Superintendent Sample ESD

SAMPLE LETTER OF REFERENCE

January 10, 2019

To Whom it May Concern:

I worked under Mr. Smith for the past three years. During this time, I have seen him from both the teacher and administrator point of view. The first year I was a fifth grade teacher. Mr. Smith led our school district through a rise in student population. Our school was greatly affected by an increase in student numbers. Mr. Smith worked with the school board to address our overcrowding issues by bringing in modular buildings and by adding staff. This allowed us to keep our class sizes to a manageable level and to meet our students' academic needs.

Two years ago, I became an administrator under Mr. Smith. He provided assistance to me as I worked a teacher through the Plan for Improvement process. I learned the importance of documenting the procedures and he provided resources that helped gain the desired results.

Our district continues to work toward academic excellence. Mr. Smith has suffered some difficulties regarding the district not meeting Adequate Yearly Progress for the last two years. However, I believe that he has made the right adjustments and has put the Sample School District in the right position for attaining Adequate Yearly Progress next year.

If you have any further questions, you can reach me at (503) 555-1212.

Sincerely,

Joe Doe Principal
Sample School District