

**The Proofreaders**  
**Rewritten Cover Letter Sample**  
*Names withheld to protect identity*

Before	After
<p>Thank you for this opportunity to formally express my interest in the Education Advisor position. I have over a decade of experience in education that gives me the knowledge and background on issues in elementary and secondary education and early education. I believe my commitment and dedication and results in education make a strong candidate for this position.</p> <p>As the Founder and School Leader of a middle school that served youth in high need communities in Indianapolis, I have experienced first hand the challenges to meeting the needs of urban youth. Due to our intense focus on student achievement and building a strong culture of team and family each student felt empowered to achieve success and enjoyed coming to school. With an attendance rate of 98% and growth of 2.0-2.5 grade levels each year in reading and math, we ranked amongst the highest in school performance in the state of Indiana. In addition to operating the day to day functions of a school, I managed to create partnerships with community organizations. Our school had many visitors, volunteers, and school officials that were interested in modeling after our success. I aided our development staff in creating a volunteer training to successfully integrate volunteers into our school.</p> <p>I also worked with the Success for All Foundation on researching best methods to education youth in literacy. In this role, I worked with over 20 schools in the Chicago area to implement researched based practices in the classroom. Students in these schools grew a love for reading and experienced multiple grade levels of growth each year.</p> <p>All of these experiences have led me to a critical question. Why is the American public school system still struggling? There isn't a lack of commitment to education. The research and reform efforts are soaring and have a proven track record of success. Yet, in many urban school districts there are still over 50% of schools that aren't meeting NCLB requirements. Most states were unable to find enough highly qualified teachers to fill each classroom.</p> <p>These questions led me to a few findings that I believe could lead to real systemic change in our American education system. I have recently</p>	<p>I am writing in response to your need for an Education Advisor.</p> <p>With over 10 years' experience imparting positive change on high-need communities, my efforts have largely contributed to unprecedented student growth and attendance improvements in urban public school systems throughout the country. My work as school founder and leader combined with personal visits to over 2,000 homes nationwide—<i>flat tires notwithstanding</i>—has grounded me in my steadfast commitment to roll up my sleeves and do what it takes to transform public education.</p> <p>My leadership influence has encouraged systemic change as opposed to incremental reform. As a result, students in over 20 Chicago area schools grew to love reading and advance their grade levels twofold. Schools under my care are quickly brought up to speed and, for the first time, meet the NCLB requirements. Demo Initiative, a personal adaptation of UK school improvement models, seeks to meet the needs of urban education in America; my intention is to incorporate these proven techniques into the American public school system and impart long-lasting change. Attached please find a copy of my résumé for your review.</p> <p>I would like the opportunity to discuss the role of Education Advisor. My extensive educational background, especially in the areas of public speaking, program development, project management, educational research, community relations, training, consulting, and leadership abilities, has repeatedly proven invaluable to schools across the nation.</p> <p>I welcome the challenge of tackling public education. I believe my strong résumé,</p>

founded the Demo Initiative. It involves a few strategies that I adapted from the UK model of school improvement to meet the needs of urban education in America. The first is the establishment of demonstration schools in our country. These schools would be given the resources to support schools that weren't meeting NCLB Adequate yearly progress.

I would like the opportunity to discuss how I believe I could be an asset to you as an advisor and on the Health, Education, Labor and Pensions Committee.

combined with effective oral and written communication skills, would serve as an asset to your organization. Further, I look forward to demonstrating my talents by working on the Health, Education, Labor, and Pensions Committee.

Please do not hesitate to contact me if you have any questions. I am available at your earliest convenience to schedule an interview appointment and discuss the position at length.