

**ADAM MICHAEL NELSON**  
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To whom it may concern:

I am excited to hear about the open position in your school district. Please accept this cover letter and attached resume for your consideration for the position.

Currently, I am an Assistant Principal at Jane Lathrop Stanford (JLS) Middle School in Palo Alto, CA. JLS has 1,100 students in grades 6-8, and is ranked 1<sup>st</sup> in public middle schools in the state of California on *Niche.com*. It focuses on academic excellence, community building, and personal social development. Previously, I was an Assistant Principal on Special Assignment for Columbia Heights Public Schools in Minnesota. My primary responsibility was being the District Assessment Coordinator, and developed ways to make data accessible to teachers, and coordinated common assessments among the district. Before this, I was an Assistant Principal at Valley View Elementary School and Columbia Heights High School. At both schools, the student population was about 80% Free and Reduced Lunch, 30% English Learners (EL) and 17% Special Education. In my short time at both schools, Valley View was featured in the *Star Tribune* as a "Beating the Odds School" and was awarded the 2014 Future Award for Minnesota schools by Minnesota Business Partners. At Columbia Heights High School (CHHS) we cut suspension rates in half, had growth in the number of students passing classes, and overall attendance improved. In 2016, CHHS was named the Advanced Placement (AP) Small School District of the Year because of the school's increased enrollment and raising test scores of minority students from the previous three years.

Before moving to Minnesota, I was a Dean of Students at Falls Church High School (FCHS) in Falls Church, Virginia, which is a diverse high school in the suburbs of Washington, DC. FCHS was a national demonstration school for AVID and was ranked in the *U.S. News and World Report* Best High Schools in 2013. I also coached baseball at Thomas Jefferson High School of Science and Technology which was ranked as the best high school nationally from 2009-2011 by *U.S. News and World Report*. I have been at highly diverse schools, and at affluent schools which I believe gives me unique experiences for an administrator. I want all students to be lifelong learners, and I strive to develop strong relationships with students and parents. I would like to bring my experience as a successful collaborative teacher, my analytical skills as an administrator, and my diligent work ethic to the position to improve student achievement and school climate.

My family is having some health issues, so I am looking to move back to the area to be closer to home. The possibility of contributing to the school culture and being a part of the community is very exciting to me. I am available for an interview at your earliest convenience to further share with you my experiences, suitability, and interest in the position. You may contact me at amnelson03@gmail.com or (320) 282-3811.

Sincerely,



Adam Nelson