

1111 N Chicago Ave
Chicago, IL 60606

John Doe
Immediate Disciplinarian
Noble Network of Charter Schools
1 N. State St
Chicago, IL 60606

As a Noble alum and a thriving student in the Noble Forward Program working on my Bachelor of Arts in business management, I am applying for the immediate Disciplinarian position. After working with the Noble Alumni Career Office to review the position and personally seeing Noble's commitment to students' success in college, I know this position is perfect for me. I believe my background in managing a team with strong leadership along with my natural ability to take control, in a difficult situation, will make me an effective addition to the culture team.

For the past year I have worked for a general contractor, renovating and constructing multimillion-dollar projects throughout Illinois. From start to finish we guarantee a sixteen week turn around. As the shift lead, I oversaw keeping a team of four carpenters highly motivated and distributed daily work tasks to make sure the development of the project stayed on track. I also met clients before the project began in efforts to establish a trusting relationship as well as assess the building for estimated costs and labor accrued. Working for Romeos Construction, I have built a strong and professional work ethic along with reliable leadership skills that I believe are necessary for the position of disciplinarian.

In addition to these skill sets, I have developed a natural ability to take control in difficult situations. As a Lyft driver, I frequently faced situations where customers would get into altercations and I had to defuse them. One time during a pool ride, a disgruntled passenger was repeatedly insulting another passenger. In my attempt to figure out why she was so upset, she apologized and explained. It turned out that her dog recently died, her boyfriend left her, and she had just gotten fired. She could have given me a horrible rating, but by staying positive and taking control of the conversation I was able to turn the situation around. I received a five-star rating while being able to create a safe, conducive environment for my passengers. My ability to administer control within a multitude of diverse interactions makes me confident in my potential to excel on the culture team.

As a student, noble alum, and a minority coming from a low-income family, I relate to most of your students. I know the daily struggles these kids face, and I want to help them overcome. I believe that anything is possible if you work hard for it. I want to be a part of a team that believes all students can be successful in college and in life. I am constantly looking to improve, and I know working with Noble Network of Charter Schools would be a great opportunity to do so. I would love an opportunity to further discuss my background and fit for the role.

Sincerely,

John Doe

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