Jamie Kline

2831 Washington Ave.

Clearfield, PA 16830

Jkline2@clearfield.org

(814) 765-5511 ext. 7020

October 14, 2024

Brian Pipech

Assistant Executive Director

Attendance Child Accounting Professional Association (A/CAPA)

Dear Mr. Pipech,

I am writing to formally express my interest in the position of Secretary for the Attendance Child Accounting Professional Association (A/CAPA) for the 2025-26 school year. With over three years of experience in a child accounting role within my district, I am eager to contribute my skills and expertise to your esteemed organization.

Throughout my tenure in child accounting, I have developed a comprehensive understanding of the complexities involved in managing and analyzing student attendance data, as well as implementing effective strategies to improve overall school attendance rates. My role has required a high level of attention to detail, strong organizational skills, and the ability to communicate effectively with various stakeholders.

As a dedicated professional, I have been actively involved in numerous initiatives aimed at optimizing child accounting processes while ensuring compliance with relevant policies and regulations. I also possess experience in training and mentoring staff members, which I believe would be an asset in the collaborative environment at A/CAPA.

I am particularly drawn to the opportunity to serve as Secretary due to my passion for ensuring that every child receives the support they need to succeed. I understand the critical role that accurate attendance records play in fostering academic achievement and enhancing educational experiences. I am excited about the possibility of contributing to A/CAPA’s mission and aiding in the smooth operation of your important work.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and enthusiasm align with the goals of the Attendance Child Accounting Professional Association. I am happy to provide any additional information or references upon request.

Warm regards,

Jamie Kline

Child Accounting Secretary

Clearfield Area School District