

ASCEND

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August 15, 2021

Repertoire Content Creator

Our Essential Question



How can I write a
better cover letter with
Repertoire Content Creator?

REPERT**•**IRE
CONTENT CREATOR

Repertoire Content Creator



Three key features:

1. Drag-and-drop Layout Editor
2. Multiple-choice Phrases
3. System Fields & Document Fields

The Layout Editor



Title *

Class Change Request - Elementary

Layout Editor *

Type New Phrase & Hit Enter

Add Phrase +

Add ¶

Dear **Dr. Jackson**,



— Paragraph Break —



Thank you for taking the time to write.



We approach class placement with great care, because it is so critical to ensure that each child is well-matched with a skilled and caring teacher,



and that each class is balanced in terms of **overall size, gender, diversity, special needs**, and other factors.



— Paragraph Break —



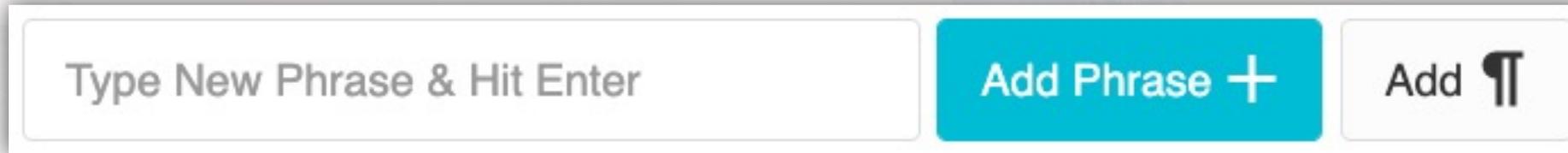
Parents talk about class placement every year.



Families request specific teachers for their children based on perceptions that may be based on very little information.



The Layout Editor



- Type in Add Phrase box & hit enter (or click **Add Phrase +** button)
- Add paragraph breaks (**Add ¶** button)
- Drag and drop to rearrange

Phrases

- Up to 8 options per phrase
- Fully customizable
- Insert Fields



Edit Phrase Values ×

<input type="radio"/>	I am aware of the situation.	Insert Field
<input checked="" type="radio"/>	I was informed of this situation by Mrs. Jackson .	Insert Field
<input type="radio"/>	Thank you for bringing this to my attention.	Insert Field
<input type="radio"/>	Thank you for bringing this matter to my attention.	Insert Field

Fields

- System Fields
- Document Fields
- Automatically updated in all Phrase options



System Fields



Edit Fields		
Document Fields		System Fields
↓	User First Name	Justin
↓	User Last Name	Baeder
↓	User Full Name	Justin Baeder
↓	User Job Title	Principal
↓	User School Name	Wayside Middle School
↓	User District Name	Morningside School District
↓	User Years in Education	17
↓	User Years in Current Role	5
↓	Main Office Phone Number	1-800-861-5172
↓	User Direct Office Phone Number	1-800-861-5172
↓	User Cell Phone Number	1-800-861-5172
↓	School Mascot Plural	Wolverines
↓	School Mascot Singular	Wolverine
↓	School Motto	Excellence in Everything is the Wolverine Way!

Document Fields



Edit Fields ×

Document Fields System Fields

[Add Document Field](#)

↓	Applying Role	Principal	🗑️
↓	Applying School	Badger Hill Elementary	🗑️
↓	Applying District	Morningstar School District	🗑️
↓	Self-Characterized Role	instructional leader	🗑️
↓	Self-Characterized Role Article	an	🗑️
↓	Years Experience in Profession	17	🗑️
↓	Years Experience in Role	6	🗑️

“Find-and-Replace Anxiety”



The
Office



Dwight Schrute:

"Samuel, you are such an idiot. You are the worst assistant ever and you're disgusting. Dwigt." Wait, who's Dwigt?

Pam Beesley:

[in confessional] Here's what we think happened: Michael's sidekick, who all through the movie, is this complete idiot who's causing the downfall of the United States, was originally named Dwight, but then Michael changed it to Samuel using a search and replace. But that doesn't work on misspelled words, leaving behind one "Dwigt." And Dwight figured it out. Oops!

Copy to Clipboard



Document Output

Edit Fields 

Copy to Clipboard 

Dear Dr. Jackson,

Thank you for taking the time to write. We approach class placement with great care, because it is so critical to ensure that each child is well-

Paste

Paste as unformatted text into:

- Email
- Text message
- Google Docs/Word
- Smore/newsletter



Re-Using Templates

- Edit Document Fields
- Select Phrase options to fit situation
- Delete any phrases you don't need
- Copy & paste
- Proofread & send



Edit Fields

Document Fields System Fields

Add Document Field

↓	Parent Title	Dr.
↓	Parent First Name	Karen
↓	Parent Last Name	Jackson
↓	Child First Name	Kyla
↓	Child gender pronoun	she
↓	Factor 1	overall si
↓	Factor 2	gender
↓	Factor 3	diversity
↓	Factor 4	special needs

Save and Close

Edit Phrase Values

Dear Dr. Jackson,

Dr. Jackson,

Karen,

Hi Karen,

Cover Letter Generator Template

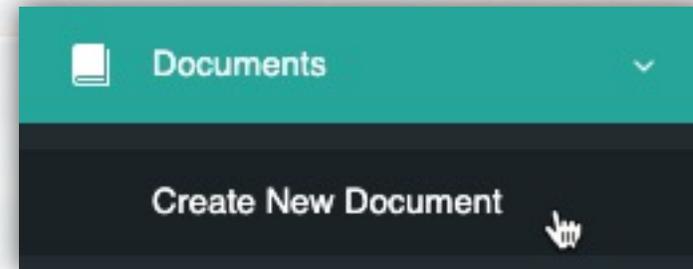


- App version of Cover Letter Generator Spreadsheet
- Much easier to use
- Start from scratch OR
- Supplement your existing cover letter
- Quickly adjust letter for each new application



Creating New Templates

- Documents » Create New Document
- Add Title
- Insert Phrases
- Add Fields to Phrases
- Add Phrase options
- Add ¶ breaks, punctuation, and spacing in Phrases
- Drag and drop Phrases as needed



When To Use **REPERTOIRE** CONTENT CREATOR



- Sensitive situations
- Long emails from parents or staff
- High-frequency writing
- Low-frequency, high-stakes writing
- Employment & HR matters—cover letter, recommendation letter, reprimand, etc.

Try It For Yourself



REPERTOIRE

CONTENT CREATOR

PrincipalCenter.com/repertoire