

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to express my interest in the Principal position at [School's Name] as advertised [where you found the job listing]. With [number] years of experience in education and a proven track record of [specific achievements], I am confident in my ability to contribute positively to your school community.

In my previous role as [Your Current/Previous Job Title] at [Your Current/Previous School], I [describe a relevant experience or accomplishment that demonstrates your qualifications for the principal position]. My approach to leadership emphasizes [mention your leadership style or philosophy], which I believe aligns closely with the vision of [School's Name].

I am particularly impressed by [mention a specific program or initiative at the school], and I share a commitment to [mention any relevant values or goals of the school]. I am eager to bring my expertise in [specific skills or areas of knowledge] to enhance the educational experience for [School's Name] students and staff.

Enclosed is my resume, which provides further details about my professional journey. I would welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of [School's Name]. Thank you for considering my application.

Sincerely,
[Your Name]