

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

Dear [Hiring Committee/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 posting]. With [number] years of experience in educational leadership and a strong commitment to fostering a positive learning environment, I am excited about the opportunity to contribute to the success and growth of your school community.

Throughout my career, I have [briefly outline your relevant experience, accomplishments, and leadership philosophy]. My role as [Your Current/Most Recent Position] at [Your Current/Most Recent School] has equipped me with the skills necessary to [mention specific skills and how they relate to the position].

I am particularly drawn to [School's Name] because of [specific reason related to the school's mission, vision, or values]. I believe that [related personal philosophy or vision for education].

Enclosed is my resume, which provides further details about my professional journey. I welcome the opportunity to discuss how my experiences and vision align with the goals of [School's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed institution.

Sincerely,
[Your Name]