

[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 [specific position] at [School's Name] as advertised on [where you found the job posting]. With my background in [your field of expertise], and my commitment to [specific values or qualities related to education], I believe I would be a strong addition to your team.

I have [number] years of experience in [relevant experience or roles], and I am passionate about [specific aspect of education or student development]. During my tenure at [previous school or organization], I [describe a relevant achievement or responsibility that highlights your skills].

I am particularly drawn to [School's Name] because [mention something specific about the school or community that appeals to you]. I admire [specific programs, values, or accomplishments of the school], and I am excited about the opportunity to contribute to [specific goals or initiatives].

Enclosed is my resume, which provides additional details about my professional journey. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your school. Thank you for considering my application. I look forward to the possibility of contributing to the excellence at [School's Name].

Sincerely,
[Your Name]