

[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 teaching position] listed at [where you found the job posting]. With my [number] years of experience in [specific subject/grade level], I am excited about the opportunity to contribute to [School's Name] as a [specific teaching position].

In my previous role at [Previous School/Organization], I successfully [mention key achievements or responsibilities]. I am particularly skilled in [mention relevant skills or methodologies], and I believe these align well with the goals of your school.

I hold a [Your Degree] in [Your Major] from [Your University] and am certified to teach [mention relevant certifications]. My passion for [specific area of teaching] drives my commitment to foster an engaging and supportive learning environment for all students.

I am excited about the possibility of bringing my unique talents to [School's Name] and am looking forward to the opportunity to discuss how I can contribute to your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]