

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 title] at [School's Name] as advertised [where you found the job listing]. With my background in [your field/qualifications], I am excited about the opportunity to contribute to your school community.

[Briefly introduce yourself and your qualifications relevant to the position. Mention any relevant experience, skills, or education that makes you a suitable candidate for the role.]

I am particularly drawn to [specific aspect of the school or position] and believe that my [specific skills or experiences] will allow me to make a positive impact. [You may include a brief example or achievement that highlights your suitability.]

I would be grateful for the opportunity to discuss my application in more detail and demonstrate how I can be a valuable asset to your team. Thank you for considering my application. I look forward to the possibility of contributing to [School's Name].

Sincerely,

[Your Name]