

[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 apply for the [Position Title] at [School's Name], as advertised [where you found the job listing]. With a background in [Your Field/Subject Area] and [number] years of experience, I am excited about the opportunity to contribute to your school.

My qualifications include:

- [Key Qualification or Achievement #1]
- [Key Qualification or Achievement #2]
- [Key Qualification or Achievement #3]

I am passionate about [specific aspect of teaching or working with students] and believe my skills would be an asset to your team. I look forward to discussing how I can contribute to the success of [School's Name].

Thank you for considering my application. I am hopeful for the opportunity to further discuss my qualifications.

Sincerely,
[Your Name]