

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Date]
[Recipient's Name]
[School's Name]
[School's Address]

[City, State, Zip Code]
Dear [Recipient's Name],

I am writing to express my interest in the Principal position at [School's Name] as advertised [where you found the job listing]. With [number] years of experience in educational leadership and a passion for fostering student success, I am excited about the opportunity to contribute to your school community.

In my previous role as [Your Previous Job Title] at [Your Previous School/Organization], I successfully [specific achievement or responsibility], which resulted in [positive outcome]. My experience in [mention relevant skills or areas of expertise] has equipped me with effective strategies to enhance academic performance and build a collaborative school culture.

I am particularly drawn to [School's Name] because [specific reason related to the school or its values/mission]. I believe that my vision for education aligns closely with your goals for the school, and I am eager to bring my skills in [mention key skills relevant to the position] to your team.

I welcome the opportunity to discuss how my experience and vision can contribute to the continued success of [School's Name]. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,
[Your Name]