

[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] at [School's Name] as advertised [mention where you found the job listing]. With a background in [your relevant qualifications/experience] and a passion for [mention relevant interests or subjects], I am eager to contribute to your team and support the educational development of your students.

Throughout my [number of years] years of experience in [related field/education], I have developed strong skills in [list relevant skills]. I believe that fostering a positive and engaging learning environment is crucial for student success, and I strive to create opportunities that encourage growth and curiosity.

Enclosed is my resume, which provides further details about my educational background and professional experience. I would welcome the opportunity to discuss how my skills and experiences align with the goals of [School's Name]. Thank you for considering my application.

Sincerely,

[Your Name]  
[Attachment: Resume]