

[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] at [school's name] as advertised on [where you found the job listing]. With a [degree] in [your subject area] and [number] years of teaching experience, I am excited about the opportunity to contribute to your academic community.

In my previous role at [previous school or institution], I successfully [briefly describe a relevant accomplishment or responsibility]. My teaching philosophy centers on [briefly describe your teaching philosophy or approach], which I believe aligns with the values upheld by [school's name].

I am committed to fostering a positive learning environment that encourages students to [mention a specific goal for student learning or engagement]. I have experience implementing [specific teaching strategies or technology], which I believe can enhance the student learning experience at [school's name].

I am particularly impressed by [mention something specific about the school, such as its programs, values, or achievements], and I am eager to bring my skills in [list relevant skills] to your team. I am confident that my background and passion for education will make a meaningful contribution to [school's name] and its students.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and vision align with the goals of [school's name]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]