

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

During my time at [Previous School/Institution], I [describe your relevant experience and accomplishments, such as developing curriculum, improving student performance, etc.]. I believe that my skills in [specific skills relevant to the position, e.g. classroom management, lesson planning] will greatly benefit your students.

I am particularly drawn to [School's Name] because [mention something specific about the school or its mission that resonates with you]. I am eager to bring my expertise in [specific area] and my passion for teaching to your team.

I would love the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to [School's Name].

Sincerely,
[Your Name]