

[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 [where you found the job listing]. With a [your degree] in [your subject area] and [number] years of teaching experience, I am excited about the opportunity to contribute to your school's commitment to academic excellence and student growth.

In my previous role at [Previous School's Name], I successfully [mention a relevant achievement or responsibility that aligns with the job]. I am particularly passionate about [specific teaching methodology, subject, or student group] and am eager to bring that enthusiasm to [School's Name]. I possess strong skills in [mention specific skills related to teaching], and I am committed to fostering a supportive and engaging learning environment. I am also adept at [mention any relevant technology or educational tools you utilize], ensuring that my teaching methods are modern and effective.

I look forward to the possibility of discussing how I can contribute to the [specific department or school's mission] at [School's Name]. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]