

[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 [mention where you found the job listing]. With my background in [your subject area or field] and my passion for fostering student growth, I am excited about the opportunity to contribute to your esteemed school.

I hold [your degree(s) and certification(s)], and I have [number of years] of experience teaching [subject or grade level] at [previous school or institution]. My teaching philosophy centers around [briefly explain your teaching philosophy and methods], and I strive to create an engaging and inclusive learning environment for all students.

I am particularly impressed by [something specific about the school or its programs] and I would love to be a part of such a dedicated community. I believe my skills in [mention any specific skills or experiences relevant to the position] would be an asset to your team.

I have attached my resume for your review. I look forward to the opportunity to discuss how my experience and vision align with the goals of [School's Name]. Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

[Attachment: Resume]