

[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 [field] from [University Name] and [number] years of experience in [specific teaching or related experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous School or Organization], I successfully [specific achievement or responsibility relevant to the position], which resulted in [positive outcome]. I believe that my approach to [teaching method or philosophy] aligns with the values and goals of [School's Name], particularly in relation to [specific school initiative or program].

I am particularly drawn to this opportunity at [School's Name] because [reason related to the school or community]. I am excited about the prospect of working with your dedicated team to foster a positive and engaging learning environment for students.

Enclosed is my resume for your review. I would be grateful for the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to the excellent educational environment at [School's Name].

Sincerely,
[Your Name]