

[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 degree in [Your Degree] from [Your University] and [number] years of teaching experience, I am excited about the opportunity to contribute to your esteemed institution.

In my previous role at [Previous School/Institution], I successfully [mention any relevant experience, achievements, or responsibilities]. My passion for education and commitment to student success align with the values of [School's Name].

I am particularly drawn to [mention any specific programs, initiatives, or values of the school] and believe my skills in [mention relevant skills] would make a positive impact.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the continued success of [School's Name].

Sincerely,
[Your Name]