

****Template Example 1: Traditional Format****

[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]. I
believe my skills and experience make me a strong candidate for this
role.
[Brief introduction about your background, experience, and teaching
philosophy.]
[Describe relevant work experience and achievements related to the
teaching position.]
[Conclude with your enthusiasm for the position and a call to action.]
Thank you for considering my application. I look forward to the
opportunity to discuss my qualifications further.
Sincerely,
[Your Name]

****Template Example 2: Modern Format****

[Your Name]
[Your Phone Number]
[Your Email Address]
[Date]
[Principal's Name]
[School's Name]
Hello [Principal's Name],
I am excited to apply for the [specific teaching position] at [School's
Name]. With [number] years of experience in [subject/grade level], I am
eager to bring my passion for education to your team.
[Highlight key achievements or teaching methods you use.]
I am particularly drawn to [something specific about the school or its
mission], and I believe my background in [mention relevant
qualifications] aligns well with the goals of your school.
Looking forward to the opportunity to speak with you.
Best,
[Your Name]

****Template Example 3: Email Application****

Subject: Application for [Specific Teaching Position]
Dear [Principal's Name],
I hope this message finds you well. I am writing to formally apply for
the [specific teaching position] at [School's Name]. I have attached my
resume for your review.
[Include a brief introduction and summary of qualifications in the body
of the email.]

Thank you for considering my application. I am eager to discuss how I can contribute to your school.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]
