

[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 School Librarian position at [School's Name] as advertised [where you found the job listing]. With a [degree in Library Science/related field] and [number] years of experience in educational settings, I am excited about the opportunity to contribute to your school's library and support the academic success of its students.

In my previous role at [Previous School/Organization], I successfully [mention relevant experience, such as developing library programs, managing collections, or integrating technology in the library]. My commitment to fostering a love of reading and learning among students has been a guiding principle in my career, and I am eager to bring this passion to [School's Name].

I possess strong organizational skills, attention to detail, and a collaborative spirit, all of which are essential for creating an inviting and resourceful library environment. I am particularly drawn to [specific programs or initiatives at the school] and believe my experience with [mention any relevant skills or technologies] aligns well with your vision.

I appreciate your consideration of my application. I look forward to the possibility of discussing how I can contribute to the exceptional educational experience at [School's Name].

Thank you for your time.

Sincerely,  
[Your Name]