

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 [your degree] in [your field] and [number] years of teaching experience in [subject/grade], I am confident in my ability to contribute effectively to your team and foster a positive learning environment.

In my previous role at [Previous School's Name], I successfully [mention a relevant accomplishment or responsibility]. My approach to teaching emphasizes [your teaching philosophy or methods], which I believe aligns well with the educational goals of [School's Name].

I am excited about the opportunity to bring my unique expertise in [specific skills or experiences] to your school, and I am eager to help students achieve their academic potential. I would welcome the chance to discuss how I can contribute to the continued success of your students and the school community.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]