

[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]. With a [degree in Education] and [number] years of experience in [specific teaching subjects/grades], I am confident in my ability to contribute effectively to your school community.

In my previous role at [Previous School's Name], I successfully [mention any relevant achievements or responsibilities]. I believe in fostering a positive and inclusive learning environment that promotes student engagement and success.

I am excited about the opportunity to bring my unique skills and passion for teaching to [School's Name]. I am particularly drawn to [mention any specific programs or values of the school], and I believe my background aligns well with your school's mission.

I have attached my resume for your review. I would appreciate the opportunity to discuss how my experience and vision align with the goals of [School's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]