

[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 [where you found the job listing]. I am currently a Teaching Assistant at [Current School's Name] and have gained valuable experience in supporting teachers and enhancing students' learning experiences.

In my role as a Teaching Assistant, I have [briefly describe your responsibilities and any relevant accomplishments]. This experience has equipped me with strong organizational skills and the ability to effectively communicate with both students and staff.

I have a passion for education and am committed to fostering a positive learning environment that encourages student growth. My background includes [mention any relevant education or certifications], which allows me to contribute meaningfully to your team.

I am excited about the opportunity to bring my skills and dedication to [School's Name] and help support your mission of providing quality education. Thank you for considering my application. I am looking forward to the possibility of discussing how I can contribute to your school.

Sincerely,

[Your Name]