

[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 position] at [School's Name] as advertised on [where you found the job listing]. With my [number] years of experience in education and a strong passion for fostering student growth, I am excited about the opportunity to contribute to your school's vision of academic excellence.

Throughout my career, I have [briefly highlight relevant experience or achievements]. I am particularly impressed by [mention any specific programs or values of the school] and believe my skills in [mention relevant skills] would be a valuable addition to your team.

I have attached my resume for your review. I would appreciate the opportunity to discuss my application in further detail and how I can contribute to the success of [School's Name]. Thank you for considering my application. I look forward to the possibility of joining your esteemed institution.

Warm regards,  
[Your Name]