

[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 [specific position] at [School's Name] as advertised [where you found the job listing]. With a strong background in education and a passion for fostering student growth and development, I am excited about the opportunity to contribute to your team.

[In this paragraph, briefly introduce your teaching philosophy, relevant experience, and any special skills or certifications you possess that make you a strong candidate for the position.]

I am particularly drawn to [School's Name] because [mention something specific about the school or its values that resonates with you]. I believe that my skills in [mention specific skills related to teaching] will align well with the goals of your school.

[In this paragraph, provide further details about your experiences, such as previous teaching positions, relevant projects, or successful teaching strategies you implemented.]

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and vision can contribute to the continued success of [School's Name]. I am available for an interview at your convenience and can be reached at [your phone number] or [your email].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]