

[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 [Subject] teaching position at [School's Name] as advertised [where you found the job listing]. With a [degree] in [your major] from [Your University] and [number] years of experience teaching at the high school level, I am eager to bring my expertise and passion for education to your esteemed institution.

During my previous role at [Previous School's Name], I successfully [mention any relevant achievements or responsibilities that pertain to the position]. My teaching approach is centered around fostering a collaborative and engaging learning environment that encourages students to develop critical thinking skills and a love for learning.

I am particularly drawn to [School's Name] because of [mention any specific programs, values, or initiatives that resonate with you] and I am excited about the opportunity to contribute to such a vibrant learning community.

I have attached my resume for your review and would be grateful for the chance to discuss my application in further detail. Thank you for considering my application. I look forward to the possibility of joining your team.

Sincerely,
[Your Name]