

[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 a degree in [Your Degree] from [Your University] and [number] years of teaching experience in [relevant teaching area], I am excited about the opportunity to contribute to your school community.

In my previous role at [Previous School's Name], I successfully [mention any relevant achievements or responsibilities], which led to [any positive outcome or recognition]. I believe that my skills in [specific skills related to the job], combined with my passion for [subject or education in general], make me a strong candidate for this position. I am particularly drawn to [School's Name] because of [specific reason related to the school or its values], and I am eager to bring my unique talents to your team. I look forward to the possibility of discussing this exciting opportunity with you.

Thank you for considering my application. I hope to connect soon to discuss how I can contribute to your school.

Sincerely,  
[Your Name]