

[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 primary school teaching position at [School's Name] as advertised [where you found the job listing]. With a degree in [Your Degree] from [Your University] and [number] years of experience teaching [specific age group or subjects], I am excited about the opportunity to contribute to your school community. In my previous role at [Previous School's Name], I successfully [describe a relevant achievement or responsibility]. My teaching philosophy centers around [briefly outline your teaching philosophy or approach], which I believe aligns with the mission of [School's Name].

I am particularly attracted to [School's Name] because [mention any specific reasons related to the school, its programs, or values]. I am eager to bring my skills in [specific skills or areas of expertise] to your team and to inspire and nurture students' love for learning.

Thank you for considering my application. I look forward to the opportunity to discuss how my experiences and vision align with the goals of [School's Name]. I can be reached at [your phone number] or [your email address] to arrange a suitable time for an interview.

Warmest regards,

[Your Name]