

[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 secondary school teaching position at [School's Name] as advertised on [where you found the job listing]. With a [Your Degree] in [Your Subject] from [Your University] and [Number] years of experience in teaching at the secondary level, I am confident in my ability to contribute effectively to your school community.

In my previous role at [Previous School Name], I successfully developed engaging lesson plans that not only met curriculum standards but also fostered critical thinking and enthusiasm for learning among my students. I have a strong commitment to creating an inclusive classroom environment and utilizing diverse teaching strategies to accommodate different learning styles.

I am particularly drawn to [School's Name] because of [specific reason related to the school or its teaching philosophy]. I believe my teaching philosophy aligns well with your school's vision, and I am eager to share my passion for education with your students.

Enclosed is my resume, which provides further details about my qualifications. I look forward to the opportunity to discuss my application in more detail and am available for an interview at your convenience. Thank you for considering my application.

Sincerely,
[Your Name]