

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Principal's Name]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to express my interest in the [specific teaching position] at [School Name] as advertised [where you found the job listing]. With a [your degree] in [your field] and [number of years] years of experience in the classroom, I am confident in my ability to contribute effectively to your team and support the academic success of your students.

In my previous role at [Your Previous School/Organization], I [describe relevant experience, such as teaching methods, curriculum development, or student engagement strategies]. My commitment to fostering an inclusive and engaging learning environment aligns with the values of [School Name].

I am particularly drawn to this position at [School Name] because [mention specific aspect of the school or its mission that resonates with you]. I believe my background in [mention any special skills or certifications] would be an asset to your school community.

Enclosed with this letter is my resume, which further outlines my qualifications. I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of your school. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,  
[Your Name]