

[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 [specific position] at [School's Name] as advertised [where you found the job listing]. With my background in [your subject area/educational background] and my passion for fostering a positive learning environment, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous School/Organization], I successfully [describe relevant experience, achievements, or responsibilities]. This experience has equipped me with the skills necessary to effectively engage students and support their educational journeys.

I am particularly impressed by [mention specific programs, values, or achievements of the school] and would love to bring my expertise in [specific skills or areas] to your institution.

Enclosed is my resume for your review. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [School's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your school community.

Sincerely,
[Your Name]