

[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 teaching position] vacancy at [School's Name] as advertised [where you found the job listing]. With [number] years of experience in [subject/field], I am excited about the opportunity to contribute to your esteemed institution. In my previous role at [Previous School/Institution], I successfully [specific achievement or responsibility related to teaching]. My approach to teaching focuses on [your teaching philosophy or methods], which I believe aligns well with the values of [School's Name].

I hold a [your degree] in [your subject area] from [Your University] and am certified in [relevant certifications]. I am committed to fostering a positive learning environment and inspiring students to achieve their best.

I am eager to bring my skills in [specific skills related to teaching] to your team and help engage and motivate your students. I look forward to the opportunity to discuss how I can contribute to the continued success of [School's Name].

Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,
[Your Name]