

[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 [where you found the job listing]. With a [your degree] in [your subject area] and [number] years of teaching experience, I am excited about the opportunity to contribute to your school community.

In my previous role at [Previous School's Name], I successfully [mention a relevant achievement or responsibility]. I am passionate about fostering a supportive and engaging learning environment, and I believe that every student has the potential to excel.

I am particularly drawn to [School's Name] because [mention something specific about the school or its programs]. I am eager to bring my skills in [mention specific skills or teaching methodologies] to your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of your students and the school.

Sincerely,  
[Your Name]