

[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 [specific teaching position] at [School's Name] as advertised [where you found the job listing]. With a [degree] in [your subject area] and [number] years of teaching experience, I am confident in my ability to contribute positively to your school's academic community.

In my previous role at [previous school or organization], I successfully [mention any relevant achievements or experiences]. My teaching philosophy centers around [describe your teaching philosophy or approach], which I believe aligns with the goals of [School's Name].

I am excited about the opportunity to bring my skills in [specific skills related to the job] to your school and help foster a positive learning environment for students. I would love the chance to discuss how my background, skills, and enthusiasms can contribute to the team at [School's Name].

Thank you for considering my application. I look forward to the opportunity to speak with you further.

Sincerely,  
[Your Name]