

[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 posting]. With a strong commitment to fostering a positive learning environment and a passion for education, I am excited about the opportunity to contribute to your school community.

I hold a [Your Degree] in [Your Major] from [Your University] and have [number of years] of teaching experience in [specific subjects or age groups]. My background includes [any relevant certifications or special training], which have equipped me to effectively engage students and facilitate their academic growth.

Throughout my career, I have developed a teaching philosophy centered on [briefly describe your teaching philosophy or approach]. I believe in [specific methods or strategies you employ] to inspire and motivate students to achieve their best. For example, in my previous role at [Previous School's Name], I [specific achievement or program you implemented].

I am particularly drawn to [School's Name] because of [mention any specific program, values, or goals of the school that resonate with you]. I am eager to bring my skills in [mention any specific skills relevant to the job] to your dedicated team and help achieve the school's objectives. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [School's Name]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Warm regards,

[Your Name]