

[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 enthusiasm for the [specific teaching position] at [School's Name], as advertised on [where you found the job listing]. With a strong background in education and a passion for fostering a positive learning environment, I am excited about the opportunity to contribute to your esteemed institution.

In my previous role at [Previous School/Institution Name], I successfully [briefly describe a relevant experience or achievement]. This experience has equipped me with [specific skills or methodologies] that I believe align perfectly with the goals of [School's Name].

I am particularly drawn to [mention specifics about the school or its philosophy] because [explain how it resonates with your teaching beliefs or career aspirations]. I am eager to bring my skills in [mention relevant skills or subjects you will teach] to help each student succeed both academically and personally.

I have attached my resume for your review and would appreciate the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of working together to inspire and educate the next generation.

Warm regards,  
[Your Name]