

[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] at [School's Name] as advertised [where you found the job listing]. With a [your degree] in [your field] and [number] years of teaching experience at [previous school or position], I am excited about the opportunity to contribute to your school's commitment to excellence in education.

In my previous role at [previous school/organization], I [briefly describe a relevant achievement or responsibility]. I strive to create a positive and engaging learning environment, fostering both academic and personal growth in my students. My approach emphasizes [mention a teaching method or philosophy that aligns with the school's values].

I am particularly drawn to [School's Name] because [mention something specific about the school or its programs that impresses you]. I believe my skills in [list relevant skills or areas of expertise] would make me a valuable addition to your team.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy with you. Please find my resume attached for your review.

Sincerely,
[Your Name]