

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 on [where you found the job posting]. With a background in [your area of expertise] and [number] years of teaching experience, I am eager to contribute to your school and inspire students to achieve their full potential.

In my previous role at [Your Previous School], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with valuable skills in [mention any relevant skills or competencies]. I am particularly passionate about [mention a specific aspect of teaching or subject], and I believe that my approach to [teaching method or philosophy] aligns well with the mission of [School's Name].

I am excited about the opportunity to join [School's Name] and help foster a positive and engaging learning environment. I have attached my resume for your review and would appreciate the chance to discuss how my background, skills, and enthusiasms can contribute to your team.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

[Your Name]