

[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 on [where you found the job listing]. With a [your degree(s) and relevant qualifications] and [number] years of teaching experience, I am confident in my ability to contribute effectively to your school community.

Throughout my career, I have demonstrated a strong commitment to fostering a positive learning environment and promoting student engagement. My teaching philosophy focuses on [briefly describe your teaching philosophy or methodologies], which has resulted in [mention any specific achievements, improvements, or student outcomes].

I am particularly drawn to [School's Name] because of [mention specific reasons related to the school's values, mission, or programs]. I believe my background in [mention relevant experience or knowledge related to the school's focus] aligns well with your school's goals.

Enclosed is my resume, which provides further details about my educational background and teaching experience. I would welcome the opportunity to discuss how my skills and passion for education can make a significant contribution to your team.

Thank you for considering my application. I look forward to the possibility of discussing my application with you soon.

Sincerely,
[Your Name]