

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School Name]
[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to express my interest in the [specific teaching position] at [School Name] as advertised on [where you found the job listing]. With a [your degree] in [your field] and [number] years of teaching experience, I am confident in my ability to contribute effectively to your team and support the academic growth of your students.

Throughout my career, I have developed a passion for [specific teaching philosophy or method], which I believe aligns with the values of [School Name]. I have successfully [mention any relevant achievements or experiences, such as improving student performance, implementing innovative lesson plans, or participating in extracurricular activities].

I am eager to bring my expertise in [specific skills or subjects] to [School Name], fostering an engaging and supportive classroom environment. I am excited about the opportunity to collaborate with a dedicated team and contribute to the continued success of your students. 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 Name].

Sincerely,

[Your Name]