

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [where you found the job posting]. With a strong background in [your subject area] and [number] years of teaching experience, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous School Name], I successfully [mention a specific achievement or responsibility that relates to the job]. I am passionate about fostering a positive learning environment and am dedicated to helping students achieve their full potential.

I have attached my resume for your review. I would appreciate the opportunity to discuss how my skills and experiences align with the goals of [School Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed school.

Sincerely,
[Your Name]