

[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 [mention where you found the job listing]. With a strong background in [your relevant experience or subject area, e.g., mathematics, English, etc.] and a commitment to fostering a positive learning environment, I am excited about the opportunity to contribute to your school community.

I hold a [your degree] in [your major] from [your university], and I have [number] years of teaching experience at [previous school or organization]. During my time at [previous school], I implemented [mention any relevant programs, teaching styles, or technologies] that resulted in [specific outcomes, e.g., improved student engagement/achievement]. My approach hinges on [briefly describe your teaching philosophy or methodology], aiming to foster not only academic success but also critical thinking and interpersonal skills among my students.

I am particularly drawn to [School's Name] because [mention specific reasons related to the school's values, programs, or community]. I believe that my skills in [mention any unique skills or experiences relevant to the school's mission] will complement your team and support your mission to [mention school's mission or goals].

I would be thrilled to discuss how my experience, skills, and interests align with the needs of your students and faculty. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,
[Your Name]