

[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 [degree in teaching/subject area] and [number] years of experience in [specific teaching experience or relevant field], I am excited about the opportunity to contribute to your school's mission of [mention the school's mission or values].

In my previous role at [Previous School or Organization], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with a variety of skills that I believe align with the goals of [School's Name], particularly in fostering an engaging and inclusive learning environment for all students.

I am particularly impressed by [mention any specific programs, initiatives, or values of the school that attract you], and I am eager to contribute my expertise in [specific skill or subject] to support this vision. My commitment to [mention any personal teaching philosophy or approach] has always driven my efforts to inspire and empower students to achieve their full potential.

Enclosed is my resume, which provides further details about my professional background and accomplishments. I would be thrilled to discuss how my experience and vision for education align with the needs of your team. Thank you for considering my application; I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]