

[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 teaching position at [School's Name] as advertised on [source of the job listing]. With a strong educational background and [number] years of teaching experience in [subject/grade level], I am excited about the opportunity to contribute to your esteemed institution.

During my previous role at [Previous School's Name], I successfully [mention any relevant achievements or responsibilities, e.g., developed curricula, fostered student engagement, improved test scores]. I am committed to creating a positive and inclusive learning environment that supports all students in reaching their full potential.

I hold a [Your Degree] in [Your Major] from [Your University] and am certified in [any relevant certifications]. I am particularly drawn to [School's Name] because of [specific reasons related to the school or its programs].

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the mission of [School's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,  
[Your Name]