

[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 strong interest in the [specific teaching position] at [School's Name] as advertised [mention where you found the job listing]. With [number] years of experience in [specific subjects/grade levels] and a passion for [specific teaching philosophy or approach], I believe I would be a valuable addition to your team.

At [Current or Previous School Name], I successfully [mention a specific achievement or responsibility that relates to the position]. This experience honed my abilities in [specific skills or teaching strategies] and instilled in me the importance of fostering an engaging and supportive learning environment for all students.

I am particularly drawn to [School's Name] because [mention specific reasons related to the school's mission, values, or programs]. I admire [mention any specific programs or initiatives at the school] and feel that my background in [mention relevant experience or skills] aligns perfectly with your school's goals.

I am eager to bring my strengths in [mention key skills or teaching techniques] to [School's Name] and contribute to the growth and development of your students. I am confident that my proactive approach and commitment to educational excellence would make a positive impact in your classroom.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [School's Name]. I am available for an interview at your convenience and can be reached at [your phone number] or [your email].

Warm regards,  
[Your Name]