

[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 [where you found the vacancy]. With a [degree/qualification] in [your field] and [number] years of experience in [specific teaching area], I am excited about the opportunity to contribute to your esteemed institution.

In my previous position at [Previous School/Institution], I successfully [mention specific achievements or responsibilities relevant to the job]. My approach to teaching focuses on [describe your teaching philosophy or methods], which has proven effective in [mention outcomes or successes]. I am particularly drawn to [School's Name] because of [mention specific reasons related to the school's mission, programs, or values], and I believe my skills and experiences align perfectly with your goals.

Enclosed is my resume for your review. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms can contribute to the ongoing success of [School's Name]. Thank you for considering my application. I look forward to the possibility of joining your team.

Warm regards,

[Your Name]

[Attachment: Resume]