

[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 enthusiasm for the [specific teaching position] at [School's Name] as advertised on [where you found the job posting]. With [number] years of experience in [subject/education level] and a passion for fostering student growth, I am excited about the opportunity to contribute to your school's mission of [specific mission or value of the school].

In my previous role at [Your Previous School/Organization], I successfully [mention a specific achievement or responsibility that relates to the job]. My approach to teaching emphasizes engagement, inclusivity, and creativity, ensuring that all students feel valued and motivated to learn.

I am particularly drawn to [School's Name] because of [specific reason related to the school or its programs]. I believe that my skills in [mention relevant skills or methodologies] would align well with your approach to education. I am eager to create a positive and dynamic classroom environment for my students.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the incredible work being done at [School's Name]. Thank you for considering my application. I hope to speak with you soon.

Warm regards,  
[Your Name]