

[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 on [where you found the job listing]. With a [degree or certification] in [your subject area] and [number] years of teaching experience, I am excited about the opportunity to contribute to your school community.

During my time at [Previous School/Organization], I successfully [mention a relevant achievement or responsibility that aligns with the job]. I am particularly passionate about [specific educational philosophy or methodology], and I strive to create an engaging and inclusive learning environment for all students.

I am impressed by [specific program, initiative, or value of the school], and I believe my skills in [mention relevant skills or experiences] will complement your team's efforts in fostering student growth and achievement.

I would love the opportunity to discuss how my background, skills, and enthusiasms can bring value to [School's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Warm regards,  
[Your Name]