

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 [Position Title] at [School's Name], as advertised [where you found the job posting]. With a [specific degree] in [Your Field] and [number] years of teaching experience, I am excited about the opportunity to contribute to your school community.

In my previous role at [Your Previous School/Organization], I successfully [mention a relevant achievement or responsibility that showcases your skills]. This experience has honed my abilities in [specific teaching skills or subjects], and reinforced my commitment to fostering an engaging and inclusive learning environment for all students.

I am particularly drawn to [School's Name] because [mention something specific about the school, its values, programs, or achievements]. I believe my philosophy of education aligns well with your mission to [mention the school's mission or vision].

I am eager to bring my expertise in [mention a specific skill or teaching method] to your team and contribute to the success of your students. I would love the opportunity to further discuss how I can support [School's Name] in achieving its goals.

Thank you for considering my application. I look forward to the possibility of discussing my application with you. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]