

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip]

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 job listing]. With a [your degree] in [your major] from [your university] and [number] years of experience teaching [specific subject/grade level], I am excited about the opportunity to contribute to your school's mission of [mention something specific about the school's mission or values].

In my previous position at [Previous School or Organization], I successfully [mention a relevant achievement or responsibility, e.g., "developed engaging lesson plans that catered to diverse learning styles"]. I am particularly proud of [specific project or accomplishment] that led to [mention positive outcome, e.g., "improved student performance in standardized tests"].

I believe that my skills in [mention specific skills relevant to teaching, e.g., classroom management, curriculum development, technology integration] will allow me to make a positive impact on your students. I am committed to fostering a [specific learning environment or philosophy, e.g., "collaborative and inclusive environment"] where all students feel empowered to succeed.

Additionally, I am passionate about [mention any special interests that align with the school's programs, e.g., extracurricular activities, community service], and I look forward to the opportunity to contribute to [School's Name] beyond the classroom.

Thank you for considering my application. I am eager to bring my expertise and enthusiasm to the team at [School's Name]. I would welcome the opportunity to discuss how I can support your educational goals. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Warm regards,

[Your Name]