

[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 [mention where you found the job listing]. With a [degree in your field] from [Your University] and [number] years of teaching experience, I am excited about the opportunity to contribute to your team and support student learning.

In my previous position at [Previous School's Name], I successfully [mention a specific achievement or responsibility relevant to the position], which resulted in [describe the positive outcome]. My teaching philosophy centers around [briefly describe your teaching philosophy], and I am committed to creating an inclusive classroom environment that fosters student engagement and success.

I am enthusiastic about the chance to bring my skills in [mention specific skills related to the job, e.g., curriculum development, classroom management] to the students at [School's Name]. I believe that my background in [specific subject or age group] would make me a valuable addition to your faculty.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the educational mission at [School's Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]