

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[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 teaching position at [School's Name] as advertised. As a recent graduate from [Your University] with a degree in [Your Degree, e.g., Bachelor of Education], I am eager to begin my career in education and am enthusiastic about the opportunity to contribute to your school's nurturing and dynamic environment.

Although I have not yet held a full-time teaching position, my academic achievements and involvement in various educational activities have provided me with a solid foundation for a future in teaching. During my studies, I completed coursework in child development, curriculum planning, and classroom management. Additionally, I participated in a [volunteering/internship/assistantship] program at [Relevant Institution or Organization], where I supported lead teachers in organizing lessons, supervising activities, and assisting students with their learning.

These experiences have strengthened my organizational and communication skills, as well as my ability to connect with students of different backgrounds and learning styles. I am committed to creating an inclusive and engaging classroom atmosphere that encourages growth, curiosity, and a love for learning. I am highly motivated to learn from seasoned educators and to continuously develop my teaching methods to best support student achievement.

I am excited about the prospect of joining [School's Name] and contributing positively to your team. Thank you for considering my application. I would be grateful for the opportunity to discuss my qualifications further in an interview.

Sincerely,  
[Your Name]