

Simple Inquiry Letter Sample for Job Vacancy in Schools

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School Name]
[School Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to inquire about potential job vacancies at [School Name] for the upcoming school year. With a background in [your field, e.g., Elementary Education/Mathematics], and experience teaching [mention grades/subjects], I am eager to contribute positively to your academic team.

I hold a [your degree/certification] and have [number] years of experience working with students in diverse classroom settings. I am passionate about fostering a supportive and engaging environment that encourages student learning and growth.

I would appreciate any information regarding current or anticipated openings for teaching or administrative positions at your school. I have attached my resume for your reference and would welcome the opportunity to discuss how my skills and qualifications align with your school's goals.

Thank you very much for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]