

[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 express my interest in the [Grade/Subject] Teacher position at [School Name], as advertised on [where you found the job posting]. I am passionate about fostering a dynamic and inclusive learning environment, and my [number] years of teaching experience have provided me with the skills and knowledge necessary to make a meaningful contribution to your school community.

My teaching philosophy centers on creating a classroom atmosphere that encourages curiosity, critical thinking, and mutual respect. I strive to differentiate instruction to meet the varied needs of my students and to integrate technology and real-world applications into my lessons. At my current position at [Current/Previous School], I developed and implemented engaging curricula that improved student achievement and participation.

I was delighted to learn about this opportunity from [Professional Connection's Name], who currently serves as [their role] at [School/District/Organization]. [Professional Connection's Name] and I have collaborated on several educational initiatives, and they can attest to my commitment to student success, my collaborative spirit, and my dedication to professional growth. Their encouragement and endorsement inspired me to apply for this role, confident that my values align with those of [School Name].

I am excited at the prospect of contributing to [School Name] and becoming a part of your talented team. I would welcome the opportunity to further discuss how my background and teaching approach can benefit your students and school community. Thank you for your time and consideration.

Sincerely,  
[Your Name]