

[Your Full Name]
[Address]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Principal's Name]
[School Name]
[School Address]

Dear [Principal Name or Hiring Committee],

I am writing to express my enthusiastic interest in the [Job Title, e.g., Bilingual Second Grade Teacher] position at [School Name], as advertised on [Platform where you found the job]. As a dedicated educator with a strong background in [Target Language] and English instruction, I am eager to contribute to your school's commitment to academic excellence and cultural diversity.

With [Number] years of experience in elementary education, I have developed a pedagogical approach that prioritizes language acquisition alongside core subject mastery. In my previous role at [Previous School Name], I successfully implemented a dual-language curriculum that resulted in [mention a specific achievement, e.g., a 15% increase in literacy scores]. I am adept at differentiating instruction to meet the needs of diverse learners and fostering an inclusive classroom environment where all students feel valued.

I am particularly drawn to [School Name] because of your [mention a specific school program or value]. My fluency in [Language 1] and [Language 2] allows me to communicate effectively with students and their families, bridging the gap between home and school. I am committed to using innovative teaching strategies, including [mention a strategy, e.g., Project-Based Learning], to engage students and promote bilingualism and biliteracy.

Thank you for your time and for considering my application. I am looking forward to the possibility of discussing how my skills and experiences align with the needs of [School Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]