

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Professional Portfolio Link]

[Date]

[Principal/Hiring Manager Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal Name],

I am writing to express my enthusiastic interest in the [Grade Level] Teacher position at [School Name], as advertised on [Source]. With [Number] years of experience in elementary education and a proven track record of fostering inclusive, high-achieving classroom environments, I am confident in my ability to contribute to your school's academic community.

Throughout my career at [Current/Previous School], I have specialized in [mention 2-3 specialties, e.g., differentiated instruction, STEAM integration, or Social-Emotional Learning]. I successfully implemented [Specific Program or Methodology] which resulted in a [Percentage]% increase in student reading proficiency scores. My approach centers on creating a student-led classroom where diverse learners feel supported and challenged.

Beyond classroom instruction, I have actively contributed to the school community by [mention leadership roles, e.g., mentoring new teachers, leading the curriculum committee, or coaching extracurriculars]. I am particularly drawn to [School Name] because of your commitment to [mention a specific school value or program], and I am eager to bring my expertise in [Skill] to your team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience and passion for elementary education align with the goals of [School Name].

Sincerely,

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