**LETTER OF INTEREST**

[Today’s Date]

[Principal’s Name]

123 School Address

School’s City, State, Zip Code

(xxx) xxx-xxxx

Dear Principal [Principal’s Last Name],

As a compassionate and experienced educator who recently read about your many successes. In the pages of the Springfield Herald, I wanted to personally write to you and submit myself for consideration as a teacher at your school.

I currently work at [School Name]. I have 10+ years of experience teaching second-grade classes of 25–30 students. I am an effective, competent teacher of English, Math, Science, and am adept at using positive reinforcement techniques to encourage good behavior. Some of my key achievements have been pioneering a 7:30–9 a.m. open-door meeting policy for parents and students and launching a weekly after-school art class that has inspired my students to dream big. However, my wife and I will be relocating to [City Name], and so I am looking for opportunities in the area.

I am excited about the possibility of working with students at Winfield Elementary School to help them pursue their dreams. I would be grateful for the chance to speak with you about how I can support and educate your students. I’d be happy to call you at your office if you have time during the week. I can be reached at [email address] or [phone number].

Sincerely,

Your Name