**Letter of interest (teacher)**

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 for [Current School Name]. I have 10+ years of experience teaching second-grade classes of 25 to 30 students. I am an effective, competent teacher of English, Math, Science, and all other second-grade subjects, and am adept at using positive-reinforcement techniques to ensure good behavior. Additionally, I pioneered a 7:30–9 a.m. open-door meeting policy for parents and students, and launched a weekly after-school art class that has inspired my students to dream big. However, my wife will be relocating to [City Name], and I have decided to join her.

I am excited about the opportunity to help the students of Winfield Elementary School pursue their dreams. I would be grateful for the chance to speak with you about how I could improve your students’ futures. I’d be happy to call you at your office if you have time during the week. I can be reached at [Your Email Address] or [You’re Phone Number].

I look forward to speaking to you.

Sincerely,

[You’re Signature]

[You’re Name]