

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[School/Organization's Name]
[School/Organization's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific teaching position] at [school/organization's name] as advertised [where you found the job listing]. With a [degree/certification in subject area] and [number] years of teaching experience, I am confident in my ability to contribute effectively to your team.

In my previous position at [previous school/organization name], I successfully [mention any relevant accomplishments, teaching methodologies, or contributions relevant to the job]. I am passionate about fostering a learning environment that is inclusive and engaging for all students.

I have attached my CV for your review. I look forward to the opportunity to discuss how my experience and skills can benefit

[school/organization's name]. Thank you for considering my application.

Sincerely,

[Your Name]