

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[School/Organization Name]
[School Address]
[City, State, Zip]

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Position Title] at [School/Organization Name] as advertised on [where you found the job listing]. With a [Your Degree] in [Your Major] and [X years] of teaching experience, I am confident in my ability to contribute positively to your team.

In my previous role at [Previous School/Organization Name], I successfully [specific achievement or responsibility]. I have a strong commitment to fostering an inclusive learning environment and promoting student engagement through [specific teaching methods or strategies]. I would love the opportunity to discuss how my skills and experiences align with the goals of [School/Organization Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed institution.

Sincerely,
[Your Name]