

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific teaching position] at [School/Institution's Name], as advertised [where you found the job listing]. With a [your degree] in [your field] and over [number] years of teaching experience, I am confident in my ability to contribute to your team and support students' academic growth.

Throughout my career, I have had the opportunity to teach [subjects/courses you teach] to [age group/level]. My teaching philosophy centers around [briefly describe your teaching philosophy or approach], ensuring that students not only grasp the material but also develop a passion for learning.

I am particularly impressed by [specific programs or values of the school], and I believe my background in [any relevant skills or experiences] aligns well with your institution's goals. I am committed to fostering an inclusive and engaging classroom environment where all students feel empowered to succeed.

Enclosed is my curriculum vitae, which provides further details on my professional journey. I am eager to discuss how my experiences and vision can benefit the students and faculty at [School/Institution's Name].

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]  
[Attachment: Curriculum Vitae]