

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[School/Organization Name]  
[School/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at [School/Organization Name]. With a strong background in education and a passion for fostering a learners' environment, I am excited about the opportunity to contribute to your team.

As an [Your Position] with over [Number] years of experience in [specific teaching experience or subject area], I have developed a teaching philosophy centered around [briefly outline your teaching philosophy]. I have successfully implemented innovative teaching methods that cater to various learning styles, ensuring that each student reaches their full potential.

During my previous role at [Previous School/Organization Name], I [mention a specific accomplishment or project that demonstrates your skills]. This experience honed my abilities in [mention specific skills or tools relevant to the role], and I am eager to bring this knowledge to [School/Organization Name].

I am particularly drawn to [School/Organization Name] because of [mention something specific about the school or its mission]. I am impressed by [mention any programs, initiatives, or achievements of the school] and see a strong alignment with my own values and teaching approach.

Enclosed is my CV, which provides further detail about my professional journey. I would be thrilled to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to the inspiring environment at [School/Organization Name].

Warmest regards,

[Your Name]

[Your Signature (if sending a hard copy)]