

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at [School/Organization Name] as advertised on [where you found the job listing]. With [number] years of experience in education and a proven track record of [specific achievements or skills], I am excited about the opportunity to contribute to your team.

Throughout my career, I have demonstrated my ability to [specific skill or experience related to the position]. At [Previous Institution/Organization Name], I successfully [specific accomplishment that relates to the job]. This experience has equipped me with the skills necessary to foster a positive and engaging learning environment for students.

I am particularly drawn to [School/Organization Name] because of [specific reason related to the institution's values, mission, or programs]. I am eager to bring my expertise in [specific area of teaching or education] to your team, and I am committed to ensuring that all students receive the highest level of education and support.

Enclosed is my CV for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [School/Organization Name]. Thank you for considering my application.

Sincerely,  
[Your Name]