

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

Dear [Recipient Name],

I am writing to express my interest in the [specific teaching position] at [School Name] as advertised [where you found the job listing]. With a [degree] in [subject] and [number] years of experience in educational settings, I am excited about the opportunity to contribute to your school's mission of [school's mission or values].

In my previous role at [Previous School/Organization], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [relevant skills], which I believe will greatly benefit the students at [School Name].

I am particularly drawn to your school because of [specific reason related to the school's program or culture]. I am eager to bring my expertise in [subject/skill] to create an engaging and inclusive learning environment.

I am committed to ongoing professional development and am currently pursuing [any additional certifications or training]. I believe that my dedication to [specific teaching methodologies or philosophies] aligns perfectly with the values at [School Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of your students and the school community.

Sincerely,
[Your Name]