

[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 [specific position title] at [School/Organization Name] as advertised [where you found the job listing]. With a [specific degree] in [Your Major] from [Your University] and [number] years of teaching experience, I am eager to bring my skills in [mention key skills relevant to the job] to your esteemed institution. Throughout my career, I have developed a passion for fostering a positive and engaging learning environment. At [Previous School/Organization Name], I successfully [mention a relevant achievement or responsibility that showcases your abilities]. My experience in [specific teaching style or subject area] has equipped me with the tools to effectively reach and inspire students.

I am particularly drawn to [School/Organization Name] because of [mention something specific about the school or its values that you admire]. I believe that my approach to teaching aligns well with your mission of [mention school's educational goals or values].

I am excited about the opportunity to contribute to [School/Organization Name] and help students [mention how you plan to contribute to the students' success]. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,
[Your Name]