

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

Dear [Recipient's Name],

I am writing to express my interest in the English Teacher position at [School/Organization Name] as advertised [where you found the job listing]. With a [Degree] in [Your Major] from [Your University] and [number] years of experience in teaching, I am confident in my ability to contribute positively to your team and foster a love for literature and language among students.

In my previous role at [Previous School/Organization], I successfully [mention a specific achievement or responsibility that showcases your skills]. I am passionate about designing engaging lesson plans that cater to diverse learning styles and promote critical thinking skills. My commitment to creating an inclusive classroom environment allows students to feel valued and supported.

I am excited about the opportunity to bring my expertise in [any specific teaching methods or technologies you use] to [School/Organization Name]. I admire [mention something specific about the school or its programs] and would love to be a part of your mission to [mention the school's mission or educational goals].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your esteemed institution. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Sincerely,  
[Your Name]