

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

Dear [Recipient 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 [Field] from [University] and [number] years of teaching experience, I am confident in my ability to contribute positively to your team.

In my previous role at [Previous School/Organization Name], I successfully [describe a relevant achievement or responsibility]. My focus on creating an engaging curriculum and fostering a positive classroom environment has enabled my students to excel in their English language skills.

I am particularly drawn to the mission of [School/Organization Name] and admire [specific attribute or achievement of the school]. I believe my teaching philosophy aligns well with your goals, and I am excited about the opportunity to inspire students to develop a love for literature and communication.

Thank you for considering my application. I look forward to discussing how my skills and experiences can benefit [School/Organization Name].

Sincerely,

[Your Name]