

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

[Recipient Name]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific teaching position] at [School/Organization Name] as advertised [where you found the job posting]. With my background in [your area of expertise or subject] and [number] years of teaching experience, I am excited about the opportunity to contribute to your team and support the educational growth of your students.

In my previous role at [Previous School/Organization Name], I [briefly describe a relevant achievement or responsibility], which resulted in [specific outcome]. I believe in fostering a positive and engaging learning environment, where all students feel motivated to participate and succeed.

I hold a [your degree] in [your field] from [Your University], along with [any certifications or additional qualifications relevant to the position]. My teaching philosophy centers around [briefly state your teaching philosophy or methods], and I am committed to [mention any specific goals or values aligned with the school].

I am particularly drawn to [School/Organization Name] because [mention any specific reasons related to the school's mission, programs, or community]. I am eager to bring my [specific skills or qualities] to your team and contribute to the [specific goals or values of the school].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experience align with the needs of your school. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]