

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

Dear [Employer's Name],

I am writing to express my interest in the [specific teaching position] at [School/Institution Name], as advertised [where you found the job listing]. With a strong background in [your subject/field] and [number] years of teaching experience, I am excited about the opportunity to contribute to your school and inspire students.

In my previous role at [Previous School/Institution Name], I successfully [specific achievement or experience related to the position]. My teaching philosophy centers around [brief description of your teaching philosophy], and I am committed to creating an engaging and inclusive classroom environment.

I hold a [degree] in [field] from [University Name] and am certified in [relevant certifications]. I have developed [specific skills or programs related to the position], resulting in [positive outcome or impact].

I am particularly drawn to [School/Institution Name] because [reason related to the school's mission or values]. I would be honored to bring my expertise in [specific subjects or skills] and contribute to your school community.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [School/Institution Name].

Sincerely,  
[Your Name]