

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

Dear [Recipient Name],

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

During my time at [Previous School/Organization], I successfully [mention any specific achievement or responsibility]. My approach to teaching focuses on [mention your teaching philosophy or methods], which fosters a positive learning environment for all students.

I am particularly drawn to [School Name] because of [mention something specific about the school or its programs]. I believe that my skills in [mention relevant skills or subjects] will be a valuable addition to your team.

Enclosed is my resume, which provides further details about my qualifications. I would be thrilled to discuss how my experience and vision align with the goals of [School Name]. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]