

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 posting]. With a [degree] in [your field] and [number] years of experience in [specific teaching experience or related fields], I am excited about the opportunity to contribute to your esteemed institution.

In my previous role at [Previous School/Organization], I [describe a relevant responsibility or achievement]. This experience honed my skills in [mention relevant skills] and reinforced my passion for fostering a supportive and engaging learning environment for students.

I am particularly drawn to [School Name] because [mention something specific about the school or its mission]. I believe my background in [specific teaching methods or subjects relevant to the school] aligns well with your objectives, and I am excited about the possibility of being part of your team.

Enclosed are my resume and [any other documents, e.g., teaching certification, transcript]. I welcome the opportunity to discuss how my qualifications and enthusiasm for teaching can contribute to your school community. Thank you for considering my application.

Sincerely,
[Your Name]