

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

Dear [Recipient's Name],

[Opening Paragraph: Introduce yourself and state the position you are applying for. Mention how you heard about the position.]

[Middle Paragraph(s): Discuss your qualifications, teaching philosophy, relevant experiences, and what you can bring to the school. Provide specific examples that highlight your skills.]

[Closing Paragraph: Reiterate your interest in the position, express your enthusiasm for contributing to the school, and mention your availability for an interview.]

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]