

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at [School/Institution Name] as advertised [where you found the job listing]. With a [degree] in [your field] and [number] years of experience in teaching [subject/grade level], I am confident in my ability to contribute to your team and foster a positive learning environment for students.

In my previous role at [Previous School/Institution Name], I successfully [mention relevant achievements or responsibilities]. My teaching philosophy centers on [briefly describe your teaching philosophy], which I believe aligns with the mission of [School/Institution Name].

I am particularly impressed by [mention something specific about the school or its programs], and I am excited about the opportunity to [specific contributions you would like to make]. I have attached my resume for your review.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the [School/Institution Name] community.

Sincerely,

[Your Name]

[Attachment: Resume]