

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],
I am writing to express my interest in the [specific position] at [School's Name] as advertised [where you found the job listing]. With my background in education and [number] years of experience in teaching [subject/grade level], I am excited about the opportunity to contribute to your team.

In my previous role at [previous school name], I successfully [specific achievement or responsibility that relates to the job]. My passion for [specific teaching philosophy or subject matter] has always driven me to create an engaging and inclusive classroom environment that fosters student growth and learning.

I am particularly drawn to [School's Name] because of [specific reason related to the school's mission, values, or programs]. I believe that my skills in [specific skills related to the job] would be a perfect fit for your needs.

I would love the opportunity to discuss my application in further detail. Thank you for considering my application. I look forward to the possibility of contributing to [School's Name] and supporting your students in their educational journey.

Sincerely,
[Your Name]