

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

[Recipient's Name]  
[School's Name]  
[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the [specific position] at [School's Name] as advertised on [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.

In my previous role at [Previous School's Name], I [describe relevant experience, teaching strategies, or accomplishments]. My approach to teaching focuses on [your teaching philosophy or methodology], which I believe aligns with the mission of [School's Name].

I am particularly drawn to [specific aspect of the school or its programs] and am eager to bring my skills in [specific skills or areas of expertise] to your team. I am committed to fostering an inclusive and engaging learning environment that encourages student growth.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the exceptional educational experience at [School's Name].

Sincerely,  
[Your Name]