

[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, e.g., "Elementary School Teacher"] position listed on [where you found the job posting, e.g., "your school's website"]. With a [your degree, e.g., "Bachelor's degree in Education"] and over [number] years of experience in [specific area, e.g., "elementary education"], I believe I am well equipped to contribute to [School's Name].

In my previous role at [Your Previous School/Organization], I successfully [mention a relevant achievement, e.g., "implemented a new literacy program that increased student reading levels by 20%"]. My approach focuses on [briefly describe your teaching philosophy or methods, e.g., "creating an engaging and inclusive learning environment that fosters curiosity and critical thinking"].

I am particularly drawn to [School's Name] because of [specific reason related to the school's mission, culture, or achievements]. I admire [mention any specific programs or values], and I believe my background in [specific skills or experiences] aligns well with your needs.

I am excited about the opportunity to bring my unique skills to your team and to contribute to the development of your students. I would appreciate the chance to discuss my application further. Thank you for considering my application; I look forward to the possibility of collaborating with your esteemed faculty.

Sincerely,
[Your Name]