

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

Dear [Recipient Name],

I am writing to express my interest in the [specific teaching position] at [School/Organization Name] as advertised [where you found the job listing]. With a [degree or certification] in [your subject area] and [number] years of teaching experience, I am excited about the opportunity to contribute to your educational team.

In my previous role at [Your Previous School/Organization], I successfully [mention any relevant experiences, achievements, or teaching methodologies]. My approach to teaching promotes [discuss your teaching philosophy or strategies] and has resulted in [mention any outcomes or successes related to student learning].

I am particularly drawn to [School/Organization Name] because of [mention specific reasons related to the school or its programs]. I believe that my skills and passion for [subject/teaching] align well with your goals for [specific program or student outcomes].

I look forward to the possibility of discussing how I can contribute to the continued success of [School/Organization Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]