

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific teaching position] at [School's Name] as advertised [where you found the job listing]. With [number] years of experience in teaching [subject/grade level], I am excited about the opportunity to contribute to your school's commitment to educational excellence.

In my previous role at [Previous School's Name], I [describe a key responsibility or achievement that relates to the position]. This experience has equipped me with the skills to effectively [mention relevant teaching strategies or classroom management techniques].

I am particularly drawn to [School's Name] because [mention specific reason related to the school or its values, programs, or community]. I believe that my [specific skills or philosophies] align well with your institution's mission.

Enclosed is my resume, which provides further details about my background and accomplishments. I look forward to the opportunity to discuss how my teaching philosophy and experience can contribute to the success of your students at [School's Name]. Thank you for considering my application.

Sincerely,
[Your Name]