

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

[Recipient Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for the [specific position] at [School's Name] as advertised [mention where you found the job listing]. I am excited about the opportunity to contribute to [mention any specific goals or values of the school].

I hold [your degree/certification] in [your field] from [your university/college], and I have [number] years of experience in [related experience or teaching subjects]. My background includes [mention any relevant skills, achievements, or experiences].

I am particularly drawn to this role because [explain why you are interested in the position and the school]. I believe I can [mention how you can contribute to the school/community].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [School's Name] in more detail. Please find my resume attached for your review.

Sincerely,

[Your Name]

[Attachment: Resume]