

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

Dear [Recipient Name],

I am writing to express my interest in the non-teaching position at [School Name] as advertised [mention where you found the job listing]. With my background in [mention relevant experience or skills], I am confident in my ability to contribute positively to your school community.

I have [number] years of experience in [related field or role], where I developed skills in [mention specific skills relevant to the position], which I believe will be beneficial in [mention how those skills apply to the job at the school]. My ability to [mention any personal attributes or skills relevant to the school setting, e.g., communication, teamwork] further aligns with the values of [School Name].

I am excited about the opportunity to support [mention specific aspect of the school or role you are interested in] and be a part of the educational environment at [School Name]. I look forward to the possibility of discussing how my background, skills, and enthusiasms can align with the needs of your school.

Thank you for considering my application. I hope to speak with you soon to discuss my candidacy further.

Sincerely,
[Your Name]