

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

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] position at [School's Name] as advertised [where you found the job listing]. With a [degree] in [Subject] and [number] years of experience in [specific area or age group], I am excited about the opportunity to contribute to your school's commitment to [mention any specific school values or goals].

In my most recent role at [Current/Previous School], I successfully [specific achievement or responsibility], which resulted in [positive outcome]. My teaching philosophy centers around [briefly state your philosophy or approach], and I strive to foster a positive and inclusive learning environment for all students.

I am particularly drawn to [School's Name] because [mention any specific reason related to the school or its programs]. I believe that my skills in [mention relevant skills] would be a great addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [School's Name].

Sincerely,  
[Your Name]