

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

Dear [Principal's Name],

I am writing to express my interest in the substitute teacher position at [School's Name] as advertised [where you found the job listing]. With my strong educational background and passion for fostering student growth, I am excited about the opportunity to contribute to your school.

I hold a [Your Degree] in [Your Major] from [Your University], and I have experience working with diverse student populations in various educational settings. My [number] years of experience in [relevant experience, e.g., tutoring, teaching assistant roles, etc.] has equipped me with the skills necessary to effectively manage classrooms and create a positive learning environment.

I am particularly drawn to the ethos of [School's Name], as I believe in promoting a supportive and inclusive atmosphere where all students can thrive. I am adept at quickly adapting lesson plans to meet the needs of students and ensuring continuity in their education during teacher absences.

I am looking forward to the possibility of contributing to your dedicated team and supporting the academic success of your students. Thank you for considering my application. I hope to discuss my application further in an interview.

Sincerely,  
[Your Name]