

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 job title] position at [School's Name] as advertised [where you found the job listing]. With my background in [your field or subject expertise], combined with [mention any relevant experience or qualifications], I believe I would be a valuable addition to your esteemed institution.

In my previous role at [Your Previous School/Organization], I [describe your relevant experience, accomplishments, or responsibilities]. This experience has equipped me with the skills to [mention how these skills apply to the position you are applying for].

I am particularly drawn to [School's Name] because of [mention specific reasons related to the school's values, mission, or programs]. I am excited about the opportunity to contribute to [mention any specific programs or initiatives of the school].

Enclosed is my resume, which provides further details about my qualifications. I would love the opportunity to discuss how my background and skills align with the needs of your school. Thank you for considering my application. I look forward to the possibility of contributing to the [School's Name] community.

Warm regards,
[Your Name]