

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

[Recipient Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the part-time teaching position at [Institution Name] as advertised [where you found the listing]. With a background in [Your Field/Subject] and [number] years of teaching experience, I am excited about the opportunity to contribute to your team.

I hold a [Your Degree] in [Your Major] from [Your University], and I have taught [related subjects] at [previous institutions/organizations]. My experience has equipped me with the skills to create engaging lesson plans and foster a positive learning environment for students. I am particularly drawn to [specific aspect of the institution or course], and I believe my approach to [mention your teaching philosophy or method] would fit well with your department's objectives.

I am eager to bring my expertise in [relevant skills or subjects] to [Institution Name] and collaborate with fellow educators to support student success. I have attached my resume for your review, which provides further details about my qualifications.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please feel free to contact me at [your phone number] or [your email address] to arrange a meeting.

Sincerely,
[Your Name]