

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

[Recipient's Name]
[Recipient's Title]
[School/Institution Name]
[School/Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

[Opening Paragraph: Introduce yourself and state the purpose of the letter. Mention the position you are applying for and how you learned about it.]

[Body Paragraph 1: Provide a brief overview of your qualifications, experiences, and skills relevant to the position. Highlight key achievements and contributions in previous educational roles.]

[Body Paragraph 2: Discuss your teaching philosophy or approach, and how it aligns with the values and mission of the school/institution.

Emphasize any relevant certifications or special training.]

[Closing Paragraph: Express enthusiasm for the opportunity to contribute to the school/institution. Include a statement about your hope to discuss your application further and thank the recipient for their consideration.]

Sincerely,
[Your Name]