

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] at [School's Name] as advertised [where you found the job listing]. With a strong background in [your field/subject area] and a passion for education, I believe I am well-suited for this role.

In my previous position at [Previous School/Organization], I successfully [specific achievement or responsibility related to the job]. This experience has equipped me with the skills to [mention relevant skills]. I am excited about the opportunity to bring my expertise in [specific skills or subjects] to [School's Name].

I am particularly drawn to [mention a specific aspect of the school or its mission], and I believe my philosophy aligns well with your school's values. I am eager to contribute to a positive learning environment and support students in achieving their goals.

Enclosed is my resume, which provides additional details about my education and experience. I welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [School's Name]. Thank you for considering my application.

Sincerely,
[Your Name]