

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [School Name] as advertised [where you found the job listing]. With a [degree] in [Your Major] from [Your University] and [number] years of teaching experience, I am confident in my ability to contribute positively to your team.

In my previous role at [Previous School/Institution], I successfully [briefly describe a relevant achievement or responsibility]. My passion for fostering a supportive and engaging learning environment aligns with the mission of [School Name].

I would be thrilled to bring my skills in [specific skills related to the job] to your school. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your esteemed institution.

Sincerely,
[Your Name]