

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 on [where you found the job listing]. With a [your degree, e.g., Bachelor's in Education] and [number] years of experience in [specific teaching area or grade level], I am excited about the opportunity to contribute to your school's commitment to fostering a positive and engaging learning environment.

In my previous role at [Previous School's Name], I [specific achievement or responsibility, e.g., developed a curriculum that increased student engagement and improved test scores]. My approach to teaching focuses on [your teaching philosophy or methods, e.g., differentiated instruction and collaborative learning], which I believe aligns well with the values of [School's Name].

I am particularly impressed by [something specific about the school or its programs] and I am eager to bring my skills in [specific skills related to the job] to your team. I am passionate about [something you are passionate about related to education], which drives my commitment to [impact you hope to have on students].

I would love the opportunity to further discuss how my background, skills, and enthusiasms can be beneficial to your school. Thank you for considering my application. I look forward to the possibility of contributing to the bright future of your students.

Sincerely,
[Your Name]