

[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 teaching position] at [School's Name] as advertised on [where you found the job listing]. With a [Your Degree] in [Your Major] from [Your University] and [number] years of teaching experience in [specific subject/grade level], I am excited about the opportunity to contribute to your school.

During my previous role at [Previous School's Name], I successfully [mention specific achievements or responsibilities, such as implementing innovative lesson plans, leading a project, or improving student performance]. My approach to teaching emphasizes [describe your teaching philosophy or methods], ensuring that every student feels engaged and motivated to succeed.

I am particularly drawn to [School's Name] because of [mention something specific about the school or its values, culture, or programs that align with your teaching philosophy]. I believe that my skills in [list relevant skills or experiences] will be an asset to your team and positively impact the students.

Enclosed is my resume, which provides further detail about my background. I am looking forward to the opportunity to discuss how my experience and passions align with the vision of [School's Name]. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]