

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting]. With a strong background in [your background related to teaching or subject matter], I am excited about the opportunity to contribute to [School/Company Name] as an online teacher. I hold a [Your Degree] in [Your Field] from [Your University] and have [number] years of experience teaching [specific subjects or age groups] in both traditional and online environments. My previous role at [Your Previous Organization] allowed me to develop engaging and interactive lesson plans that catered to diverse learning styles, fostering a positive online learning experience for students.

I am particularly drawn to this position at [School/Company Name] because of [specific reason related to the school/company or its mission]. I believe my skills in [mention any relevant skills such as technology, curriculum development, communication, etc.] will align perfectly with your team's goals.

Enclosed is my resume, which provides further insight into my teaching experience and background. I am looking forward to the opportunity to discuss how I can contribute to the success of your online teaching program. Thank you for considering my application.

Sincerely,
[Your Name]