

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

Dear [Hiring Manager's Name],
I am writing to express my interest in the part-time teacher position listed on [where you found the job listing] at [School/Organization Name]. With my background in [Your Subject/Field] and experience in [relevant experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous School/Organization], I successfully [specific accomplishment or responsibility]. I believe that my skills in [specific skills related to teaching/education] will be beneficial in fostering an engaging and effective learning environment for students. I am particularly drawn to [something specific about the school or program], and I am eager to bring my passion for [relevant subject or teaching philosophy] to [School/Organization Name]. I am committed to helping students achieve their academic goals and encouraging them to develop a love for learning.

I have attached my resume for your review, which provides further details about my professional background. I would love the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [School/Organization Name].

Sincerely,
[Your Name]