

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

Dear [Recipient Name],

I am writing to express my interest in the [specific teaching position] at [School or Institution Name] as advertised on [where you found the job listing]. With my [number] years of experience in [subject/teaching area] and a strong passion for fostering student learning and growth, I believe I would be a valuable addition to your team.

I hold a [Your Degree] in [Your Major] from [Your University] and possess [any relevant certifications or qualifications]. In my previous role at [Previous School/Institution Name], I successfully [describe a relevant accomplishment or responsibility that relates to the job], which resulted in [positive outcome].

I am particularly impressed by [mention something specific about the school or its programs], and I am excited about the opportunity to contribute to [specific goal or initiative at the school]. I believe that my teaching philosophy, which emphasizes [briefly describe your teaching philosophy], aligns well with the values of [School or Institution Name]. I would welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the ongoing success of your students. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed institution.

Sincerely,
[Your Name]