

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to express my interest in the substitute teacher position at [School's Name] as advertised [where you found the job listing]. With a background in [Your Background/Experience] and a passion for education, I am excited about the opportunity to contribute to your school community. In my previous roles, I have developed strong skills in [specific skills relevant to teaching, e.g., classroom management, curriculum implementation, etc.], which I believe would allow me to effectively support both students and staff. My ability to adapt to different classroom environments and connect with students of diverse backgrounds aligns with the values of [School's Name].

I am particularly drawn to your school because of [mention any specific programs or values that attract you to the school]. I am committed to providing a positive and productive learning environment for students. I have attached my resume for your review and would welcome the opportunity to discuss how I can contribute as a substitute teacher at [School's Name]. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]