

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [where you found the job listing]. With a [Degree] in [Subject] and [number] years of teaching experience, I am confident in my ability to contribute to the academic success of your students.

In my previous role at [Previous School's Name], I [describe key responsibilities, achievements, or teaching techniques]. My approach to teaching emphasizes [describe teaching philosophy or methods], aiming to create an engaging and inclusive learning environment.

I am particularly drawn to [School's Name] because [mention something specific about the school or its teaching philosophy]. I am eager to bring my expertise in [specific subjects or skills] to your team and support your mission of [mention school's mission or goals].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your esteemed faculty.

Sincerely,
[Your Name]