

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific teaching position] at [School's Name], as advertised on [where you found the job listing]. With my background in [your qualifications, e.g., education, experience] and my passion for teaching, I am eager to contribute to your esteemed institution.

[Paragraph about your teaching philosophy and relevant experience.]

[Paragraph that highlights your skills and qualifications specific to the job description.]

I am excited about the opportunity to join [School's Name] and contribute to the academic success of your students. I have attached my resume for your review, and I look forward to the possibility of discussing my application in further detail.

Thank you for considering my application.

Sincerely,

[Your Name]