

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

Dear [Recipient's Name],

I am writing to express my interest in the online teaching position advertised on [where you found the job listing]. With a [Your Degree] in [Your Field] and [X years] of teaching experience, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous School/Organization], I successfully [specific accomplishment or responsibility]. My experience with [specific teaching methods or tools] has equipped me to engage students in a virtual environment significantly.

I am particularly drawn to this position because [reason why you are interested in this job or organization]. I believe that [specific belief or philosophy about education].

I welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to

[School's/Organization's Name].

Sincerely,

[Your Name]