

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific teaching position] at [School/Institution Name], as advertised on [where you found the job listing]. With [number] years of experience in teaching and a passion for fostering student growth, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous School/Institution Name], I successfully [describe a relevant achievement or responsibility, e.g., developed engaging lesson plans, implemented innovative teaching strategies]. My experience with [specific subjects or skills] has enabled me to effectively address diverse learning styles and promote a positive classroom environment.

I hold a [Your Degree] in [Your Field] from [Your University], and I am certified to teach [specific certifications, if applicable]. I am dedicated to continuous professional development and have participated in [any workshops, seminars, or training relevant to your teaching].

I am particularly drawn to [School/Institution Name] because of [specific reason related to the school's mission, values, or programs]. I am eager to bring my expertise to your team and collaborate with fellow educators to enhance student learning and achievement.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and vision align with the goals of [School/Institution Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]