

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 posting]. Although I do not have formal teaching experience, I am passionate about education and eager to contribute to your school's learning environment. I hold a [your degree] in [your major] from [your university], where I developed a strong foundation in [relevant skills or subjects]. During my time at university, I engaged in various volunteer opportunities, including [mention any relevant volunteer work, tutoring, or internships], which allowed me to work with students and develop my communication and leadership skills.

I am confident that my enthusiasm for teaching and commitment to fostering a positive learning atmosphere will make me a valuable addition to your team. I am particularly drawn to [mention any specific programs or philosophies of the school that resonate with you], and I am excited about the opportunity to contribute to [School's Name].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your school. Please feel free to contact me at [your phone number] or [your email] to arrange a meeting.

Sincerely,
[Your Name]