

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 [where you found the job posting]. With a [Your Degree] in [Your Major] and [number] years of teaching experience, I am excited about the opportunity to contribute to your school's mission of [School's Mission or Values].

In my previous role at [Previous School/Organization], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the position], and reinforced my commitment to fostering a supportive and engaging learning environment. I am particularly drawn to [mention any specific programs or attributes of the school] and believe my background aligns well with your needs.

I am eager to bring my [mention specific teaching methods or skills] to [School's Name] and help students achieve their full potential. I look forward to the opportunity to further discuss how my experiences and vision align with the goals of your school.

Thank you for considering my application. I hope to discuss my candidacy with you soon.

Sincerely,  
[Your Name]