

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

Dear [Recipient Name],

I am writing to express my interest in the [specific teaching position] at [School's Name] as advertised [mention where you found the job listing]. With a background in [your relevant experience or qualifications], I am excited about the opportunity to contribute to your esteemed institution.

[Briefly outline your teaching philosophy, relevant experiences, and why you are a suitable candidate for the role.]

I have attached my resume for your review. I would appreciate the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of working together to foster a positive learning environment for students.

Sincerely,

[Your Name]