

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 teaching position at [School/Organization Name] as advertised [mention where you found the job listing]. With a strong commitment to education and a passion for cultural exchange, I am eager to contribute to your esteemed institution. I hold a [Your Degree] in [Your Major] from [Your University] and have [Number] years of experience teaching [Subject/Grade Level] in [Your Country/Previous Schools]. My teaching philosophy focuses on creating an engaging and inclusive learning environment that fosters curiosity and growth among students.

I am particularly drawn to [mention specific aspects of the school or location that appeal to you], and I believe that my background in [relevant experience or skills] aligns well with your team's goals. I am also enthusiastic about contributing to [mention any extracurricular activities or initiatives].

Enclosed is my resume for your review. I would love the opportunity to discuss how my experience and vision can contribute to the success of [School/Organization Name]. Thank you for considering my application.

Sincerely,

[Your Name]  
[Attachment: Resume]