

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

Dear [Recipient's Name],

I am writing to express my interest in the part-time teaching position [specific subject/grade] at [School/Institution's Name] as advertised [mention where you found the job listing]. With a strong background in [your subject area] and a passion for education, I am excited about the opportunity to contribute to your team.

I have [number] years of experience in teaching [subject/grade], with proven success in [mention relevant skills or accomplishments]. My teaching philosophy centers around [briefly describe your teaching philosophy or approach].

I am particularly drawn to [School/Institution's Name] because [mention specific reasons related to the school or its values]. I believe that my skills in [mention specific skills] would benefit your students and enhance their learning experience.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. Please feel free to contact me at [your phone number] or [your email address] to arrange a meeting.

Sincerely,
[Your Name]