

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Department Name]  
[University/College Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to apply for the Teaching Assistant position in the [specific course or department name] at [University/College Name] for the [specific term or academic year]. With my background in [your relevant field of study], and my passion for education, I am excited about the opportunity to contribute to the academic success of students while furthering my own professional development.

I am currently [your current academic status, e.g., pursuing a Master's degree in ...], and I have developed strong skills in [mention relevant skills or areas of expertise]. During my previous experience as a [relevant role or experience], I successfully [describe a relevant experience or achievement that relates to teaching or assisting].

I believe that my [mention any relevant qualities or experiences] makes me an excellent candidate for this position. I am committed to fostering an engaging and supportive learning environment for students, and I am eager to assist in [mention specific duties related to the TA position]. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the [specific course or department] at [University/College Name].

Sincerely,  
[Your Name]