

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 listing]. With a background in [your degree or field] and [number] years of experience in [relevant teaching subjects or roles], I am excited about the opportunity to contribute to your team and positively impact students' learning experiences.

Throughout my career, I have developed strong skills in [mention relevant skills or experiences, such as curriculum development, classroom management, etc.]. [Provide a specific example or brief story that showcases your teaching philosophy or success in the classroom.]

I am particularly drawn to [School's Name] because [mention something specific about the school or its mission that resonates with you]. I believe that my approach to teaching aligns well with your school's values, and I am eager to bring my enthusiasm for [subject or teaching style] to your students.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of your students and the [specific department or school community]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]