

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office]
University of California, Los Angeles
[Department Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Teaching Assistant position for the [Course Name/Subject] course in the [Department Name] at UCLA for the [specific term/year]. With my strong academic background in [Relevant Field/Subject], coupled with my passion for education and commitment to student success, I believe I would be a valuable addition to your teaching team.

During my time at [Your University/College], I have excelled in [Relevant Courses or Skills], which has equipped me with the knowledge needed to assist in teaching and fostering a positive learning environment.

Additionally, my experience as a [Previous Teaching or Tutoring Experience] has honed my skills in [Specific Skills Relevant to Teaching, e.g., communication, leadership, etc.], allowing me to effectively engage students and support their academic journeys.

I am particularly drawn to the opportunity at UCLA because [Your Reason for Applying to UCLA, e.g., faculty, course content, department reputation]. I am eager to contribute to the academic community and support the [Course Name] course by providing assistance in [Specific Tasks, e.g., grading, leading discussion sections, etc.].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and how I can contribute to the success of your students and the course.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]