

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[School's Name]
[School's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],
I am writing to apply for the [specific teaching position] at [School's Name] as advertised on [where you found the job listing]. With a [Your Degree] in [Your Major] from [Your University] and [number] years of teaching experience, I am confident in my ability to contribute positively to your team.

In my previous role at [Your Previous School], I successfully [mention a specific achievement or responsibility], which led to [positive outcome]. I am passionate about fostering a supportive and engaging learning environment and am skilled at [mention relevant skills or teaching methods].

I am excited about the opportunity to bring my expertise to [School's Name] and inspire students to reach their full potential. I look forward to discussing my application in further detail. Thank you for your consideration.

Sincerely,
[Your Name]