

[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 [mention where you found the job listing]. With a [your degree, e.g., Bachelor's in Education] and [number of years] of teaching experience, I am excited about the opportunity to contribute to your school's commitment to academic excellence and student development.

In my previous role at [Previous School's Name], I successfully [mention a relevant achievement or responsibility that showcases your skills]. I am passionate about [specific teaching methods or subjects] and believe in creating an engaging and inclusive learning environment.

I am particularly drawn to [School's Name] because [mention any specific program, value, or initiative at the school]. I am eager to bring my expertise in [mention relevant skills or experiences] to your team.

Enclosed is my resume, which provides further detail about my professional journey. I am looking forward to the possibility of discussing how I can contribute to the educational success of your students and the school community.

Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,  
[Your Name]