

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[School/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific teaching position] at [School/Organization Name], as advertised [mention where you found the job listing]. With my [number] years of experience in education and a strong commitment to [specific teaching philosophy or approach], I am excited about the opportunity to contribute to your team and support student learning.

In my previous position at [Previous School/Organization Name], I [describe relevant experience, skills, or accomplishments]. This experience has equipped me with [specific skills or knowledge related to the job]. I am particularly drawn to your school's mission of [mention the school's mission or values], and I believe my background in [subject or area of expertise] aligns well with your educational goals.

I am eager to bring my [mention any specific teaching strategies or methodologies] to [School/Organization Name], fostering a positive and engaging learning environment for all students. I am confident in my ability to [mention how you can specifically contribute to the school based on its needs].

I have attached my resume for your review and would appreciate the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed institution.

Sincerely,  
[Your Name]