

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[School or Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific teaching position] at [School or Institution Name] as advertised [where you found the job listing]. With a [degree] in [subject/field] and [number] years of experience in [teaching/education], I am excited about the opportunity to contribute to your team and enhance the educational experience of your students.

In my previous role at [Previous School/Institution], I successfully [describe a relevant achievement or responsibility that showcases your skills]. This experience allowed me to develop strength in [specific skills or teaching methods relevant to the position], and I am eager to bring this expertise to [School or Institution Name].

I believe that [School or Institution Name]'s commitment to [specific values, goals, or programs the school is known for] aligns perfectly with my own teaching philosophy, which emphasizes [briefly describe your teaching philosophy or approach]. I am particularly impressed by [mention any specific programs, initiatives, or values of the school], and I am enthusiastic about the opportunity to contribute to such impactful work. Enclosed is my resume, which further details my qualifications. I welcome the opportunity to discuss how my experience and vision align with the needs of your staff and students. Thank you for considering my application.

I look forward to the possibility of discussing my application with you. Please feel free to contact me at [your phone number] or [your email address] to schedule a conversation.

Sincerely,

[Your Name]

[Attachment: Resume]