

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [School Name] as advertised [where you found the job posting]. With a strong background in [your field/subject] and a passion for fostering a positive learning environment, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous School/Organization], I [describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to [mention relevant teaching skills or methods you intend to use].

I am particularly drawn to [School Name] because of [reason specific to the school, such as its mission, programs, or values]. I believe that my approach to [mention any particular teaching philosophy or strategy] aligns well with your school's commitment to [specific aspect of the school's approach].

I am eager to bring my expertise in [specific skills or subjects] to your esteemed institution and contribute positively to the educational journey of students. I look forward to the opportunity to discuss how my experiences and vision align with the goals of [School Name].

Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]