

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [where you found the job listing, e.g., on your website, in a job board, etc.]. With a background in [your subject area or teaching specialization] and [number] years of teaching experience, I am eager to contribute to your team and support student success.

Throughout my career, I have demonstrated a commitment to fostering a positive and inclusive learning environment while utilizing effective teaching strategies. My experience at [previous school or organization] allowed me to develop and implement engaging lesson plans that cater to diverse learning styles, ultimately resulting in [mention any relevant achievements, such as improved student performance or successful projects].

I hold a [your degree(s) and certifications related to teaching], and I am dedicated to continual professional development. I regularly participate in workshops and training sessions to stay abreast of the latest educational methodologies and technologies.

I am particularly drawn to [School's Name] because of [mention something specific about the school that appeals to you, such as its values, programs, or community involvement]. I believe my skills and passion for teaching align well with your mission to [mention any known objectives or values of the school].

I am excited about the opportunity to bring my expertise to [School's Name] and to contribute positively to the educational journey of your students. I would welcome the chance to discuss my application further and explore how I can be a valuable addition to your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]