

[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]. With a [your degree] in [your field] and [number] years of teaching experience, I am enthusiastic about the opportunity to contribute to [School's Name] and support the academic growth of your students.

In my previous role at [Previous School's Name], I successfully [mention a relevant achievement or responsibility, e.g., implemented a new curriculum, improved student engagement, etc.]. My approach to teaching focuses on [briefly describe your teaching philosophy or methods], which I believe aligns with [School's Name]'s commitment to [mention specific school values or goals].

I am particularly drawn to [School's Name] because [explain why you are interested in the school, perhaps mentioning its reputation, values, or specific programs]. I am eager to bring my skills in [mention relevant skills or experiences] to foster a positive and inclusive learning environment.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the exceptional team at [School's Name]. Please feel free to contact me at [your phone number] or [your email address] to arrange a convenient time for an interview.

Warm regards,

[Your Name]