

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[School's Name]
[School's Address]
[City, State, Zip]

Dear [Hiring Manager'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 [degree] in [subject] and [X years] of experience in [relevant teaching experience], I believe I would be a valuable addition to your team. In my previous role at [Previous School/Organization], I successfully [briefly describe a relevant accomplishment or responsibility]. My passion for [specific subject or area] drives me to create engaging and inclusive learning environments for all students. I am particularly drawn to [School's Name] because [mention something specific about the school or its programs]. I am eager to contribute my skills in [mention relevant skills or methods] to help foster student growth and achievement.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the mission of [School's Name].

Sincerely,
[Your Name]