

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

[Employer's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific position] at [School's Name] as advertised [mention where you found the job posting]. With a [degree] in [your field] and [number] years of teaching experience, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous School's Name], I successfully [mention a relevant achievement or responsibility]. I am committed to fostering a positive learning environment that encourages student engagement and academic growth.

I am particularly drawn to [School's Name] because [mention something specific about the school or its values]. I believe that my expertise in [specific subjects or teaching methods] aligns well with the goals of your institution.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [School's Name]. I am available for an interview at your convenience.

Sincerely,
[Your Name]