

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] at [School's Name], as advertised [where you found the job listing]. With my background in [your relevant experience or education], I am excited about the opportunity to contribute to your team and support the educational mission of [School's Name].

In my previous role at [Your Previous School/Organization], I successfully [specific achievement or responsibility relevant to the job], which resulted in [positive outcome]. This experience has equipped me with the skills needed to [related skill/experience relevant to the new position].

I am particularly drawn to [School's Name] because of [specific reason related to the school's values, programs, or community]. I believe my passion for [related field or topic] and commitment to [specific goal relevant to the school] align well with your school's objectives.

I am eager to bring my skills in [specific skills] to [School's Name] and work collaboratively with your dedicated team. I welcome the opportunity to discuss how I can contribute to the continued success of [School's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]