

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

[Date]
[Recipient Name]
[School Name]
[School Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] position at [School Name] as advertised on [where you found the job listing, e.g., your website, job board, etc.]. With a [Your Degree] in [Your Major] from [Your University] and [number] years of experience in [related teaching experience] at [previous school or institution], I am confident in my ability to contribute effectively to your team and support the educational goals of your students.

During my time at [Previous School or Institution], I successfully [mention a relevant achievement or responsibility, e.g., developed engaging curriculum, improved student performance, etc.]. My ability to [specific skill or quality relevant to the position, e.g., foster a positive learning environment, adapt to different learning styles, etc.] has resulted in [describe a positive outcome, e.g., increased student engagement, improved test scores, etc.]. I am particularly drawn to [School Name] because of [specific reason related to the school's mission, programs, or reputation].

In addition, I am skilled in [mention any relevant tools, technologies, or methodologies] which I believe would be beneficial for the [Position Title] role. I strive to create a classroom atmosphere that encourages [mention your teaching philosophy, e.g., curiosity, collaboration, and critical thinking], and I am dedicated to helping my students achieve their fullest potential.

I am excited about the opportunity to work at [School Name] and contribute to the innovative programs that [mention a specific program or initiative of the school]. I look forward to the possibility of discussing my application in more detail and exploring how I can bring my strengths to your team.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]

****Example****

John Smith
123 Elm Street
Springfield, IL 62701
john.smith@email.com
(555) 123-4567
October 20, 2023
Jane Doe
Lincoln High School
456 Maple Avenue
Springfield, IL 62701
Dear Ms. Doe,

I am writing to express my interest in the English Teacher position at Lincoln High School as advertised on your school's website. With a Master's degree in English Literature from State University and five years of experience teaching at Springfield Middle School, I am confident in my ability to contribute effectively to your team and support the educational goals of your students.

During my time at Springfield Middle School, I successfully implemented a writing workshop that improved student writing skills by 30% as measured by standardized tests. My ability to foster a positive learning environment has resulted in increased student engagement and motivation. I am particularly drawn to Lincoln High School because of your commitment to integrating technology into the curriculum and promoting critical thinking skills.

In addition, I am skilled in using various educational technologies, including Google Classroom and Canva, which I believe would be beneficial for the English Teacher role. I strive to create a classroom atmosphere that encourages curiosity and collaboration, and I am dedicated to helping my students achieve their fullest potential.

I am excited about the opportunity to work at Lincoln High School and contribute to the innovative programs that support diverse learning styles. I look forward to the possibility of discussing my application in more detail and exploring how I can bring my strengths to your team. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
John Smith