

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 [Position Title] position at [School's Name] as advertised [where you found the job listing]. With my [number of years] years of experience in the education field and my passion for fostering a positive learning environment, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous School/Institution Name], I successfully [specific achievement or responsibility related to the job]. This experience honed my skills in [mention relevant skills], which I believe align closely with the expectations for the [Position Title] position.

I am particularly impressed by [specific aspect of the school or its mission] and share the school's commitment to [specific goal or value]. I am eager to bring my [specific skill or quality] and work collaboratively with the team to enhance the educational experiences of the students at [School's Name].

I would love the opportunity to further discuss how my background, skills, and enthusiasms align with the goals of your school. Thank you for considering my application. I look forward to the possibility of contributing to [School's Name] and am available for an interview at your earliest convenience.

Warm regards,

[Your Name]