

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Paragraph 1: Introduction]
- Introduce yourself and express your interest in the position.
- Mention how you heard about the opportunity.
[Paragraph 2: Relevant Experience]
- Highlight specific teaching experiences and relevant skills.
- Include any notable achievements or contributions to previous schools.
[Paragraph 3: Educational Philosophy]
- Share your approach to education and your commitment to student success.
- Discuss how you engage students and foster a positive learning environment.
[Paragraph 4: Fit for the School/Organization]
- Explain why you are drawn to this particular school/organization.
- Mention how your values align with theirs and how you can contribute.
[Paragraph 5: Closing Statement]
- Express your enthusiasm for the opportunity to further discuss your fit for the role.
- Thank them for considering your application.
Sincerely,
[Your Name]
[Optional: Your LinkedIn Profile/Website]