

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

[Date]

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

Subject: Application for Teaching Position

Dear [Recipient Name],

I am writing to express my interest in the [Teaching Position] at [School Name] as advertised.

[Introductory paragraph detailing your experience and interest.]

[Body paragraph(s) highlighting your qualifications, teaching philosophy, and relevant skills.]

[Closing paragraph summarizing your enthusiasm and providing contact information.]

Sincerely,

[Your Name]