

# Sample Business Letter for Job Application: Teaching Position

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

[Recipient's Name]  
[Recipient's Title/Position]  
[School/Institution Name]  
[School Address]  
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the teaching position advertised at [School/Institution Name]. With a strong background in [subject or grade level] education and a passion for fostering academic growth, I am confident in my ability to contribute positively to your academic team.

During my [number] years of teaching experience at [previous school/institution], I have honed my skills in curriculum planning, classroom management, and student engagement. I hold a [your degree, e.g., Bachelor's/Master's] in [Your Major] from [Your University], and am certified/licensed to teach in [relevant state or region, if applicable]. My dedication to creating a supportive and inclusive learning environment has consistently resulted in improved student outcomes and strong relationships with colleagues and parents.

I am particularly impressed by [School/Institution Name]'s commitment to [mention any specific value, teaching method, or program the school is known for], and I am eager to contribute to your ongoing success. Enclosed is my resume, which outlines my qualifications in greater detail.

I would welcome the opportunity to discuss how my skills and experiences align with the needs of your teaching staff. Thank you for considering my application. I look forward to the possibility of contributing to [School/Institution Name] and am available for an interview at your earliest convenience.

Sincerely,  
[Your Name]