

Cover Letter Sample: Part-Time Teaching Position

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

[Recipient's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the part-time teaching position at [School Name] as advertised on [where you found the job posting]. With a strong educational background, hands-on teaching experience, and a passion for fostering positive learning environments, I am confident in my ability to contribute effectively to your teaching team.

I hold a [Your Degree or Certification] and have gained valuable experience teaching [subject/grade level] at [previous school or educational institution]. My role involved designing engaging lesson plans, employing diverse teaching strategies to accommodate various learning styles, and maintaining open communication with students and parents. I am adept at integrating technology into lessons and adapting to the individual needs of students, which I believe are essential skills in creating inclusive and effective classrooms.

I am particularly drawn to [School Name] due to its commitment to [mention any known school values, initiatives, or programs], and I would welcome the opportunity to support your students in reaching their academic and personal goals. As a flexible and dedicated educator, I am eager to build meaningful relationships with both students and colleagues, and to contribute positively to your institution's growth.

Enclosed is my resume, which provides further detail on my education and experience. I would appreciate the opportunity to discuss how my background and skills could benefit your school. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]