

# Substitute Teacher Cover Letter Sample

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

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

Dear [Recipient Name],

I am writing to express my interest in the substitute teacher position at [School Name], as advertised. With a passion for fostering academic growth and a flexible, reliable approach to classroom management, I am confident in my ability to make a positive contribution to your academic community.

As a certified educator with [number] years of experience working with students in diverse classroom settings, I have developed strong skills in adapting lesson plans, maintaining discipline, and ensuring continuous learning in the absence of the regular instructor. My experience includes working as a substitute teacher at [Previous School or District] as well as supporting teachers with daily activities, grading, and supervising students across all grade levels.

I am dedicated to upholding your school's high standards while creating a welcoming and productive environment for students. My communication skills and ability to swiftly build rapport with both students and staff allow me to manage classroom dynamics effectively. I am comfortable following established lesson plans and am equally capable of adapting to new subjects and routines.

I welcome the opportunity to further discuss how my skills and experiences align with the needs of [School Name]. Thank you for your time and consideration. I look forward to the possibility of contributing to your teaching team as a substitute teacher.

Sincerely,  
[Your Name]