
APA Cover Letter for School Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Today's Date]

[Principal's or Hiring Manager's Name]

[School's Name]

[School's Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [School's Name], as advertised on [Job Advertisement Source]. As a dedicated educator with [Number of Years of Experience] years of experience, I am confident in my ability to contribute positively to your school.

In my current role as [Your Current Job Title] at [Your Current or Previous School], I have [Describe a Key Achievement or Responsibility]. My commitment to [Key Aspect of Teaching or Education] has been a key factor in this success.

I am particularly drawn to [School's Name] because of its commitment to [Something You Admire About the School], and I am excited about the prospect of contributing to this commitment.

Thank you for considering my application. I look forward to the possibility of discussing my qualifications further.

Sincerely,

[Your Name]