
Academic Cover Letter for School Example

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Title]

[School Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to apply for the [Position Name, e.g., Teacher] position at [School Name], as advertised on [Where You Found the Job Posting]. With a [Your Degree, e.g., Master's in Education] and experience in [Your Field or Subject], I am confident in my ability to provide engaging and effective instruction.

I have taught [Grades/Subjects You've Taught], implementing [Describe Teaching Strategies, e.g., Collaborative Learning, Technology Integration]. My commitment to student success, inclusivity, and a nurturing learning environment has translated into [Specific Achievements, e.g., Improved Test Scores, Positive Student Feedback].

What attracts me to [School Name] is its focus on [Highlight School's Values, Goals, or Initiatives]. I believe my educational philosophy aligns well with the school's mission, and I am eager to contribute to the community.

Enclosed please find my resume, teaching portfolio, and three letters of recommendation. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your school.

Thank you for considering my application

Sincerely,
[Your Full Name]