**LETTER TEMPLATE**

**TEACHING COVER LETTER**

**[Today’s Date]**

**[Hiring Manager’s Name]**

123 Company Address

Company’s City, State, Zip Code

(xxx) xxx-xxxx

hiring.manager@gmail.com

Dear **[Mr./Ms./Mx.] [Hiring Manager’s Last Name],**

I was pleased to learn of your opening for an English Teacher through indeed.com. I am currently a teacher at Pathways Primary School, where I have 6 years of experience teaching English, Geography, and Social Studies to 150+ students in 2nd through 5th grade. I am drawn to your institution’s teaching philosophy of fostering individual growth and curiosity through an exploratory curriculum.

I have robust experience in applying a wide variety of teaching and assessment methodologies and contributing to the design and development of curriculum and teaching material. During my employment at Pathways, I have:

Led a staff collaboration to update old curriculum and teaching materials for the 4th and 5th grade

Increased average writing and reading comprehension test scores by 16% over four years

My strong initiative, exceptional organizational skills, and ability to cater to a diverse range of learners allow me to play a crucial role in a fast-paced teaching environment. Furthermore, with my history of staff collaboration, I am prepared to become an immediate team player at your school.

I welcome the opportunity to personally discuss with you how my skills and strengths can best serve your students. Please contact me at (876) 650-7473 or myemail@gmail.com.

Sincerely,

**[Your Name]**