**Letter of Introduction for Teaching Job**

<Date>

<Recipient Name>  
<Position>  
<Institution Name>  
<Address>

Dear Mr., <Last Name>:

I am writing you to let you know about my keen interest in an available teaching position at ABC Elementary School. My dedication and strong enthusiasm make me the ideal candidate to fulfill the position.

Teaching has always been more than just a profession for me, it is essentially my passion. Molding impressionable young minds is a great honor, and teaching is the only real profession that allows this important privilege.

Upon getting my bachelor’s degree, I previously worked for 8 months at ABC Elementary School as part of my internship.

Therefore, I already know a little bit about the curriculum and like the overall atmosphere of the school as well. I have always been drawn to both learning and teaching and feel compelled to share my knowledge with young people who are eager to learn.

During my internship, I subsequently developed an expert skill in lesson planning and how to evaluate children as well as how to effectively control a classroom. I feel my overall disciplinary nature is a great asset to this type of profession.

It would be my honor and extreme pleasure to talk to you in detail about the position being offered.

You may contact me at (123) 444-1234 anytime to schedule an interview. I want to thank you in advance for considering me for the position.

Sincerely,

<Your Name Here>