

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

[Principal's Name] [School Name] [School Address] [City, State, Zip]

Dear [Principal's Name],

I am writing to express my interest in the substitute teaching position at [School Name] as advertised on [where you found the job listing or heard about it]. With a strong passion for education and a commitment to fostering a positive learning environment, I believe I would be an excellent fit for your school.

As an experienced educator, I have worked in various educational settings, which has equipped me with the skills necessary to adapt quickly and effectively to different classrooms and student needs. I am particularly drawn to [School Name] because of its commitment to [specific value or program of the school].

I am eager to bring my expertise in classroom management, lesson delivery, and student engagement to your school. I am confident that my collaborative spirit and dedication to student success would make a positive contribution to your academic community.

I would love the opportunity to discuss how I can support the educational goals of [School Name]. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,

[Your Name]