

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[School/University Name]

[Department Name]

[Address]

[City, State, Zip Code]

**Dear [Recipient's Name],**

I am writing to express my interest in the Teaching Assistant position listed on [where you found the job posting]. With a solid background in [your academic subject or field] and hands-on experience in [related experience], I am excited about the opportunity to contribute to your academic team.

During my time at [Your University/College], I had the opportunity to assist professors in [specific tasks or subjects], where I honed my skills in [mention any relevant skills]. Additionally, my experience in [mention any relevant experience] has prepared me to effectively support students and contribute positively to the learning environment.

I am particularly drawn to this position because of [mention any specific reason related to the school or department]. I believe my passion for teaching and my commitment to [any relevant mission or goal] align well with the values of [School/University Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team as a Teaching Assistant. I am available for an interview at your convenience and can be reached at [your phone number] or [your email].

Sincerely,

[Your Name]