

Application for Educational Professional Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] at [School/Organization Name], as advertised on [where you found the job listing]. With [number] years of experience in [your field/area of expertise], I believe I am a qualified candidate for this position.

Throughout my career, I have developed strong skills in [specific skills or experiences relevant to the position], which I believe would be valuable in contributing to the success of [School/Organization Name]. My commitment to [describe your commitment to education, student success, etc.] aligns perfectly with the goals of your institution.

I have attached my resume for your review and would welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]