

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

[Hiring Manager's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Teaching Assistant position at [School's Name] as advertised on [where you found the job posting]. I am currently pursuing my [degree or certification] in [your major/field] at [Your University/College], and I am eager to gain practical experience within an educational setting.