

[Your Full Name]  
[Your Address]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio Link]

[Date]

[Hiring Manager Name]  
[Head of School / Principal]  
[Private Academy Name]  
[School Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my enthusiastic interest in the [Grade Level] Teacher position at [Private Academy Name]. As an educator dedicated to fostering academic excellence and character development within a nurturing independent school environment, I have long admired [Private Academy Name]'s commitment to [mention a specific school value, e.g., holistic learning / rigorous inquiry / community service].

With [Number] years of experience in elementary education, I specialize in creating student-centered classrooms that balance [mention specific curriculum, e.g., IB Primary Years / Montessori / Classical] standards with creative, differentiated instruction. In my previous role at [Previous School], I successfully implemented [mention a specific achievement, e.g., a school-wide literacy initiative / a STEAM-based project] which resulted in [specific outcome]. My approach emphasizes not only core competency in mathematics and language arts but also the social-emotional growth essential for young learners in a private school setting.

Beyond the classroom, I am eager to contribute to the vibrant community life at [Private Academy Name]. I possess experience in [mention extracurricular skills, e.g., coaching soccer / leading drama club / facilitating parent workshops] and value the strong partnership between faculty and families that defines your institution. I am confident that my pedagogical philosophy aligns with your mission to [mention school mission keyword, e.g., "inspire lifelong curiosity"].

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background and passion for elementary education can support the continued success of your students.

Sincerely,

[Your Signature]  
[Your Printed Name]