

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Principal or School Administrator]

[School Name]

[School Address]

[City, State, Zip Code]

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

I am writing to express my enthusiastic interest in the Substitute Teacher position at [School Name], as advertised on [Platform/Referral]. With a background in elementary education and a passion for fostering a positive learning environment, I am eager to support your teaching staff and students.

During my previous experience as [Title/Role], I developed the ability to quickly adapt to various classroom settings and implement lesson plans with precision. I am skilled at maintaining classroom order while ensuring that students remain engaged and on task. My approach focuses on [mention a specific skill, e.g., differentiated instruction or positive reinforcement], which allows me to meet the diverse needs of elementary learners.

I am particularly drawn to [School Name] because of your commitment to [mention a specific school value or program]. I pride myself on my flexibility and my ability to step into a classroom on short notice while providing a seamless transition for the regular classroom teacher.

Thank you for considering my application. I have attached my resume and [mention any certifications, e.g., Teaching License/Substitute Permit] for your review. I look forward to the possibility of contributing to the academic success of your students.

Sincerely,

[Your Signature]

[Your Printed Name]