Name of Applicant
Address of Applicant
City, State, Zip Code

DATE

Name of Human Resource Administrator
Name of School or University
Address of School or University
City, State, Zip Code

Dear Name of Human Resource Administrator:

It has been brought to my attention by my sister-in-law, Name of Sister-in-law, who teaches ninth grade physics in your school that there is an opening for a biology teacher in your esteemed institution. I would like to submit my application for this position. Your school has been designated an eco-friendly environment by the state, and I would like to participate in and contribute to your environmental programs.

Currently, I am working as a lab assistant in Name of Agriculture Company. I have been employed there for the past five years. Prior to that, I was a biology teacher in Name of School for three years. Teaching is my passion, and I would like to go back to teaching biology. I took the lab job while my husband was still in law school because it paid more, but he is working with a law firm now, and I would like teach again.

I believe that the study of life forms is essential for children today in order for them to understand the impact that global warming has on the Earth. During my years at Name of Agricultural Company, I participated in several projects for preserving eco-systems, and sustainable farming.

I have BSc and MSc degrees in biology from Name of University, and am certified to teach in this state. I believe I can make a positive contribution to your school as well as on the minds and hearts of my students.

My resume is enclosed. I would welcome an interview at your earliest convenience. You can reach me at Phone Number or at Email Address.

Thank you for your time considering my application.

Sincerely,

Signature of Applicant
Printed Name of Applicant

List of Enclosures: Resume