[Mention date]

To,

[Mention name of Hiring manager]

[Mention name of the school/institute]

[Mention address of the school]

Dear [Mr. /Mrs. /Ms.] [Name of the head of the institute]

Here through this application letter, I want to give my candidature for the job position of a substitute teacher in your reputed organization.

I have recently found your posted job regarding this position from [mention the source] and then after understanding your full job description I decided to give my candidature for this position in your esteemed organization.

I think my educational qualifications and skills is making me fit for this position. I am able to gather different skills and experiences in both my educational life as well as professional life. I completed my educational journey in the year of [mention year].

And now my age is [mention age here] and I have a fully organized and self-driven personality, also have a deep passion to grow up my career properly. During my professional life, I joined different positions in various organizations.

I have more than [mention year's] of experience in this field. After working with different organizations in various positions I am able to collect the skills and experiences like, communication skills, experience working with children and students, ability to communicate comfortably (written and orally) with students, parents/guardians, administrators, and others, pass a background check, follow and enforce rules, policies, and procedures.

As a substitute teacher, I will be able to fulfill the duties like, Implement and teaching lesson plans and instructions as directed by the absent teacher, or consulting with principal or other responsible staff if a lesson plan is not provided,

Keeping the focus on maintaining a clean, respectful, and orderly classroom, and following classroom and school procedures as directed by the school, leaving notes

or completing a Substitute Teacher Report Form for the regular teacher at the end of the teaching day.

Make proper and regular communication with parents, students, and administrators In a friendly and positive manner, Keep records on attendance, accidents, and incidents, ensure the safety of students at all times, protect students, equipment, materials, and facilities.

I think this short description of my educational background, experience level, skills, may be helpful for you to shortlist me from the others. Now I am eagerly waiting for your response towards my candidature and I also want to request you to accept my application for this position in your esteemed organization.

Sincerely,

Signature

[Mention your name]

[Mention your address]

[Mention your contact details]