**To express interest in a position:**

Hello [Hiring Manager NAMEX],

My name is [insert your name here], and I am a [Corps Region and Year] Teach for America Alumnus/a.  I am emailing because I am interested in learning more about [POSITIONX] at [SCHOOLX].  This role is aligned with my skills and interests because [insert reason why you want the role].  I would love to learn more about this position and look forward to hearing from you soon.

I have attached my resume for your reference.

Thank you,

[YOUR NAMEX]

**Declining interest in a position:**

Dear [Hiring Manager NAMEX],

Thank you for reaching out. While I appreciate you offering to connect about this position, I am no longer interested in this role because of [REASONX: i.e. I am no longer moving to Massachusetts; I have decided to stay at my school; I am interested in pursuing a different kind of role at this time].

Thank you again for your email, and I wish you the best of luck in your endeavors.

Sincerely,

[YOUR NAMEX]