

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Committee Chair's Name]  
[Department Name]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Hiring Committee Chair's Name],

I am writing to express my interest in the [Job Title] position in the [Department Name] at [University Name] as advertised [where you found the job listing]. With a [Your Degree] in [Your Field] from [Your University] and [number] years of experience in [specific area], I believe I am well-equipped to contribute to your esteemed faculty.

In my previous role at [Your Previous Institution/Organization], I [mention specific responsibilities or achievements that relate to the job]. My research on [briefly describe your research area] has been presented at [mention relevant conferences or published in journals], showcasing my commitment to advancing knowledge in the field.

In addition to my research, I have had the opportunity to teach [specific courses or subjects] at both undergraduate and graduate levels. My teaching philosophy centers on [describe your teaching philosophy], and I have consistently received positive feedback from students, evidenced by [mention any teaching awards or evaluations if applicable].

I am particularly drawn to the [Department Name] at [University Name] because of [specific reasons related to the university or department]. I am eager to collaborate with esteemed faculty members and contribute to ongoing projects, as well as develop new courses that reflect [your interests and expertise].

Enclosed are my curriculum vitae, teaching philosophy statement, and letters of recommendation for your review. I would welcome the opportunity to discuss my application further and explore how I can contribute to the vibrant academic community at [University Name]. Thank you for considering my application.

Sincerely,  
[Your Name]