

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Recipient Name]  
[Department Name]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position, e.g., Associate Professor in the Department of XYZ] as advertised [mention where you found the job posting]. With a [Your Degree] in [Your Field] from [Your University] and [number] years of experience teaching at the university level, I am excited about the opportunity to contribute to [University Name] and engage with its diverse student body.

In my previous position at [Your Previous Institution], I successfully [mention any relevant achievements, teaching methods, or curriculum development]. My areas of expertise include [mention your specialization or relevant fields], and I have published [mention any significant publications or research] that align with the department's focus on [mention departmental focus or goals]. I am particularly drawn to [University Name] because of [mention anything specific about the university or department that attracts you], and I believe my background in [mention relevant experience] would allow me to make a significant impact.

Additionally, I am committed to fostering an inclusive learning environment where all students feel valued and empowered to succeed. My teaching philosophy is centered on [briefly outline your teaching philosophy], and I have implemented various strategies to ensure active engagement and critical thinking in my classes.

I am looking forward to the possibility of joining [University Name] and contributing to your esteemed faculty. I have attached my CV and would be happy to provide references upon request. Thank you for considering my application. I hope to discuss my candidacy further in an interview.

Sincerely,  
[Your Name]