

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

[Recipient's Name]
[Department Name]
Jawaharlal Nehru University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] in the [Department Name] at Jawaharlal Nehru University, as advertised [where you found the job listing]. I hold a [Your Degree] in [Your Field] from [Your Institution] and have [number] years of experience in [related area/field].

In my previous role at [Previous Institution/Organization], I [describe relevant experience, achievements, or responsibilities]. My research interests include [briefly outline your research interests], which I believe align closely with the current initiatives within your department.

I am passionate about [teaching/mentoring] and have taught courses in [list relevant courses] at [name institutions]. My teaching philosophy centers around [briefly describe your teaching philosophy]. I am excited about the opportunity to contribute to the diverse academic community at JNU and inspire students in their academic pursuits.

Enclosed are my CV and a list of references. Thank you for considering my application; I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]