

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

[Hiring Manager's Name]  
[University's Name]  
[Department Name]  
[University's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position title] at [University's Name] as advertised on [where you found the job posting]. With a [your degree] in [your field] from [your alma mater] and extensive experience in [relevant experience], I am excited about the opportunity to contribute to your department.

Currently, I serve as a [your current position] at [your current institution], where I [briefly describe your responsibilities, achievements, and any relevant teaching or research experience]. My research focuses on [your research area], and I have published [number of publications] in reputable journals, including [journal names]. I am particularly drawn to [specific aspects of the university or position] and believe my background aligns well with [University's Name]'s goals. In addition to my research, I am passionate about teaching. I have designed and taught courses in [list relevant courses] and have received positive feedback from students, highlighting my commitment to fostering an engaging and supportive learning environment. I am eager to bring my innovative teaching methods and dedication to student success to your institution.

I am thrilled at the prospect of joining [University's Name] and contributing to its mission of [university mission or goal]. I have attached my curriculum vitae for your review and would welcome the opportunity to discuss my application further at your convenience. Thank you for considering my application.

Sincerely,  
[Your Name]