

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

Dear [Search Committee Chair's Name],

I am writing to express my interest in the [specific position title] in the [Department Name] at [University Name], as advertised [where you found the job posting]. With my [mention your degree] in [your field] from [Your University], along with [mention any relevant experience or skills], I am eager to contribute to [specific goal or mission related to the university or department].

In my previous role as [your last job title] at [your last institution or organization], I [describe key responsibilities, projects, or achievements relevant to the position]. This experience has equipped me with [mention skills or knowledge related to the job] that I believe will be valuable for [University Name].

I am particularly drawn to [mention something specific about the university or department that attracts you], and I am excited about the opportunity to [mention how you hope to contribute]. I believe that [mention any philosophies, approaches, or initiatives relevant to the position].

Enclosed are my application materials, including my curriculum vitae, teaching philosophy, and references. I look forward to discussing my application further and exploring how I can contribute to the [Department Name] at [University Name].

Thank you for considering my application.

Sincerely,

[Your Name]

[Attachments: Curriculum Vitae, Teaching Philosophy, References, etc.]