

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

[Recipient's Name]  
[College/University Name]  
[Department Name]  
[College/University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at [College/University Name] as advertised [where you found the job listing]. With a [your degree(s)] in [your field of study] and [number] years of teaching experience at [previous institutions or relevant experience], I am eager to contribute to your esteemed department. In my previous role at [Previous Institution Name], I successfully [mention a relevant achievement or responsibility that aligns with the job description]. My teaching philosophy emphasizes [briefly describe your teaching philosophy or approach], which I believe fosters an engaging and inclusive learning environment.

I am particularly attracted to [College/University Name] because of [mention something specific about the institution or its programs that interests you]. I am excited about the opportunity to collaborate with talented colleagues and contribute to the academic growth of students at your institution.

Enclosed are my curriculum vitae, teaching statement, and letters of recommendation for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your department.

Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,  
[Your Name]