

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 listing]. With a [your highest degree] in [your field] and [number] years of relevant teaching and research experience, I am excited about the opportunity to contribute to your department and engage with students at [University Name].

In my current role at [Current Institution/Organization], I have been responsible for [describe your responsibilities, achievements, or contributions relevant to the position]. My experience in [specific teaching methods, courses taught, research areas, etc.] has equipped me with the skills necessary to foster an engaging learning environment. I am particularly proud of [mention any significant accomplishments or projects that relate to the job], which resulted in [positive outcomes such as improved student engagement, successful collaborations, etc.]. I am especially drawn to the [University Name] due to [specific reasons related to the university's mission, values, faculty, or programs]. I admire [mention any particular faculty members, research initiatives, or teaching philosophies that resonate with you], and I am eager to contribute my own expertise in [your areas of expertise or research interests].

In addition to my teaching and research experience, I have engaged in [service contributions, community outreach, or interdisciplinary collaborations] that align well with the initiatives at [University Name]. I believe in [your educational philosophy or approach] and I am committed to mentoring students and promoting diversity and inclusion within the academic community.

I have attached my curriculum vitae, which provides further details about my academic background and professional accomplishments. I would appreciate the opportunity to discuss my application in more detail and explore how I can contribute to the [Department Name] at [University Name]. Thank you for considering my application. I look forward to the possibility of joining your esteemed faculty.

Sincerely,

[Your Name]

[Attachment: Curriculum Vitae]