

Proposal for Adjunct Teaching Contract

Date: [Insert Date]

To: [Recipient's Name]

Department of [Department Name]

[University/College Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose my candidacy for an adjunct teaching position within the [specific department or course name] at [University/College Name]. With a background in [your field of expertise] and extensive experience in [mention relevant experience], I am confident in my ability to contribute positively to the learning environment at [University/College Name].

Throughout my career, I have had the opportunity to teach [list courses or subjects], which has equipped me with the skills necessary to engage students and foster an inclusive classroom atmosphere. I believe that my [mention any special qualifications, certifications, or skills] will greatly benefit the students of [University/College Name].

Attached to this letter, I have included my curriculum vitae, a proposed syllabus for the course, and letters of reference for your review. I would be more than happy to discuss my proposal further and explore how my teaching philosophy aligns with the goals of your department.

Thank you for considering my application. I look forward to the opportunity to contribute to the academic excellence of [University/College Name].

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]