

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department]

[University/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific academic position] at [University/Institution Name] as advertised on [where you found the job listing]. With my background in [your field of expertise], I am excited about the opportunity to contribute to your esteemed institution.

As a [your current or most relevant position] at [your current or previous institution], I have [briefly describe relevant experience, qualifications, and achievements]. My research focuses on [briefly describe your research area], and I have published [mention any relevant publications or achievements].

I am particularly drawn to [specific aspects of the university or department that attract you], and I believe my expertise would align well with the goals of your department.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my CV attached for your review.

Sincerely,

[Your Name]