

# Inquiry for Teaching Assistant Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I am writing to inquire about any potential openings for a teaching assistant position in [specific department or course] at [Institution Name]. I am currently [your current status, e.g., a graduate student/recent graduate] in [Your Field/Program] and am very interested in contributing to the academic community at [Institution Name].

With a background in [briefly mention your relevant experience or skills], I believe I could be a valuable asset to your team and help support students in their learning journey.

Could you please let me know if there are any available positions or how I can apply for the teaching assistant roles? I would greatly appreciate any information or guidance you could provide.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]