

Request for Teaching Assistant Role

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Institution Name]

[Department Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Teaching Assistant position as advertised [mention where you found the job posting]. I am currently [your current status, e.g., a graduate student in the Department of XYZ] at [Institution Name] and am eager to contribute my skills and enthusiasm for teaching.

During my academic career, I have gained valuable experience in [mention relevant experience or skills related to teaching, such as tutoring, leading study groups, etc.]. I am particularly passionate about [mention any specific subjects or areas you are keen on]. I believe my background and skills align well with the requirements of the Teaching Assistant role.

I am excited about the opportunity to assist in [mention any specific courses, projects, or initiatives]. I am committed to fostering a supportive and engaging learning environment for students.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team as a Teaching Assistant.

Sincerely,

[Your Name]