

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Teaching Assistant position in the [specific department or course] at [University Name], as advertised [where you found the job posting]. I am currently a [Your Current Academic Status, e.g., graduate student] at [Your University] specializing in [Your Area of Study].

Through my academic journey, I have developed a strong foundation in [relevant topics], and I am eager to share my knowledge and assist students in achieving their academic goals. My experience as a [previous relevant experience, e.g., tutor, research assistant] has equipped me with the skills necessary to effectively communicate complex concepts and foster a supportive learning environment.

I am particularly drawn to this position because [mention any specific reasons related to the university or department]. I believe that my background in [your specialty or relevant experience] aligns well with the goals of your department.

Thank you for considering my application. I look forward to the possibility of contributing to the [Department Name] and supporting the academic success of the students at [University Name]. Please find my resume attached for more details on my background and qualifications.

Sincerely,

[Your Name]