

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Search Committee Chair

Department Name

University Name

University Address

City, State, Zip Code

Dear Members of the Search Committee,

I am writing to express my interest in the faculty position in the Department of [Department Name] at [University Name] as advertised on [where you found the job posting]. With a [Your Degree] in [Your Field] and over [Number] years of experience in [Relevant Experience/Skill], I am excited about the opportunity to contribute to [University Name].

Throughout my career, I have demonstrated a strong commitment to teaching and research, particularly in [Specific Areas]. My recent work includes [Brief Description of Research/Work]. I believe that my expertise in [Specific Skills or Areas] aligns well with the goals of your department.

I have attached my curriculum vitae and other requested materials for your review. I would be honored to further discuss my qualifications and how I can contribute to the esteemed faculty at [University Name]. Thank you for considering my application.

Sincerely,

Your Name