

Expression of Interest for Academic Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Department]

[University Name]

[University Address]

Dear [Recipient Name],

I am writing to express my interest in the [specific position title] within the [specific department] at [University Name] as advertised on [where you found the position]. I hold a [your highest degree] in [your field] and have [number] years of experience in [your area of expertise].

Throughout my career, I have been committed to [mention any relevant teaching, research, or professional achievements]. My work has focused on [briefly describe relevant projects or research]. I am particularly drawn to [mention any specific aspects of the university or department that interest you].

I am eager to contribute to the [University Name] community and would welcome the opportunity to discuss my application further. Thank you for considering my expression of interest.

Sincerely,

[Your Name]