

[Your Name]

[Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Date]

[Recipient's Name]

[Department Name] [University Name] [University Address] [City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to express my interest in a faculty position within the [Department Name] at [University Name]. I am currently [briefly describe your current position or status] and have a keen interest in [specific area of research or teaching].

I would greatly appreciate the opportunity to discuss my qualifications and potential contributions to your department in more detail. If possible, I would like to request an interview at your convenience. I am available for a call or video conference at your earliest convenience and can adapt to your schedule.

Thank you for considering my request. I am looking forward to the possibility of discussing my application with you.

Sincerely,

[Your Name]