

---

# Academic Cover Letter Format

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Full Name]

[Title]

[Department]

[Institution/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Title and Last Name],

[Opening Paragraph: Introduce yourself, the position you're applying for, and briefly mention how you heard about the opportunity.]

[Middle Paragraphs: Detail your academic background, research achievements, teaching philosophy, and other relevant qualifications. Use specific examples to demonstrate your suitability for the position.]

[Concluding Paragraph: Express your enthusiasm for the role and the institution. Mention any enclosed documents and request an interview or further discussion.]

Sincerely,

[Signature (if a printed letter)]

[Your Typed Full Name]