
Academic Cover Letter for Faculty Position Example

[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 Name],

I am writing to apply for the [Specific Faculty Position] in the [Department Name] at [University Name]. As a [Your Academic Title] with a specialization in [Your Field or Subfield], I believe my scholarly interests and teaching philosophy align with the mission of your department.

My research focuses on [Describe Your Research Focus], and I have published [Number of Publications] articles in respected journals, including [Names of Journals]. My recent project, [Title of Project], has attracted funding from [Funding Sources or Grants].

I have taught courses on [List of Courses] and mentored [Number of Students] undergraduate and graduate students. My teaching philosophy emphasizes [Key Aspects of Your Teaching Approach], and I have consistently received high evaluations from students.

I am excited about the opportunity to contribute to [University Name]'s reputation for excellence in research and education. Enclosed please find my CV, teaching portfolio, research statement, and three letters of recommendation.

Thank you for considering my application. I look forward to discussing how my background and vision can benefit your department.

Sincerely,
[Your Full Name]