
Academic Cover Letter for Job Application

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 [Position Name] at [Institution Name], as advertised in [Where You Found the Job Posting]. With a [Your Degree] in [Your Field] from [Your University], I have a diversified academic background that encompasses both [Briefly Describe Your Academic Interests].

My scholarly work includes [Mention Significant Research or Publications]. I have presented my research at various academic conferences and have been honored with [Any Awards or Recognition].

In the classroom, I have taught [Subjects or Courses], focusing on [Your Teaching Philosophy or Methodology]. I am committed to creating an inclusive educational experience and have received positive feedback from both students and peers.

What draws me to [Institution Name] is its [Specific Attributes or Goals that Align with Your Interests]. I am eager to contribute my academic expertise and collaborative nature to your prestigious institution.

Enclosed are my curriculum vitae, teaching statement, research statement, and the names and contact information for three references. I look forward to discussing how I can be an asset to your team

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Thank you for considering my application.

Sincerely,

[Your Full Name]