
Academic Cover Letter for PHD Example

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Full Name]

[Title]

[Department]

[University Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to apply for the [Position Name] in [Department Name] at [University Name]. As a Ph.D. candidate in [Your Field], my research focuses on [Describe Your Research Focus], and I believe my expertise aligns with the qualifications you seek.

I have published [Number of Publications] papers in [Names of Journals] and presented my research at [Name of Conferences]. My dissertation, titled "[Title of Dissertation]," explores [Brief Description of Dissertation].

In addition to my research, I have served as a teaching assistant for [Courses You've Assisted With], gaining experience in curriculum development, grading, and mentoring students.

I am drawn to [University Name] because of its [Highlight Something Specific about the University or Department]. I am confident that my academic contributions will complement your department's vision and goals.

Enclosed please find my curriculum vitae, publication list, and the names and contact information of three professional references. I look forward to discussing how I can contribute to your academic community.

Thank you for considering my application.

Sincerely,
[Your Full Name]