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# Academic Science Cover Letter Example

[Your Full Name]  
[Your Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Date]

[Recipient's Name]  
[Title]  
[Department]  
[University Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Position Name] at [University Name]. With a PhD in [Your Field, e.g., Biology], my research focuses on [Describe Your Research Focus, e.g., Molecular Biology Techniques], and I believe my expertise aligns perfectly with the position's requirements.

I have published [Number of Publications] papers in prestigious journals like [Names of Journals] and have actively collaborated with researchers both within and outside my field. My teaching experience includes courses such as [List Courses You've Taught], where I utilized innovative approaches to engage students.

What excites me about [University Name] is [Highlight Specifics about the University or Department]. I am confident that my contributions will enhance the scientific community at your institution.

Enclosed please find my curriculum vitae, research statement, and the names of three references. I look forward to discussing how my scientific expertise can benefit your team.

Thank you for considering my application.

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Sincerely,  
[Your Full Name]