
Basic Academic Cover Letter Example

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [Position Name] at [University or College Name]. With a [Your Degree] in [Your Field], I am confident in my abilities to generate superior results for your team.

I have a strong background in [Describe Your Background and Experience], and I believe I would bring important skills to your department, including [List Key Skills, e.g., Teaching, Research, Communication].

I am excited about the opportunity to join [University or College Name] and contribute to [Describe What You Plan to Contribute, e.g., Student Success, Research Initiatives].

Please find my CV attached. I look forward to the possibility of discussing how I can contribute to your team.

Thank you for considering my application.

Sincerely,
[Your Full Name]