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# Simple Academic Cover Letter Example

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

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

Dear [Recipient's Name],

I am writing to apply for the [Position Name] at [Institution Name]. My background in [Your Field], coupled with my passion for teaching and research, make me a strong candidate for this role.

I have experience teaching [List of Courses You've Taught] and have published research in [Describe Your Research Area]. I believe my skills and interests align well with the requirements of the position.

I am excited about the opportunity to contribute to your academic community and collaborate with the talented faculty at [Institution Name].

Enclosed please find my resume, teaching statement, and a list of references. I look forward to discussing how I can add value to your team.

Thank you for considering my application.

Sincerely,  
[Your Full Name]