

Your school letterhead

May 24, 2024

address line 1  
address line 2  
address line 3

(Fumeng: Above: If you don't want to look for the address, you can use vspace in the configuration file. Below: Sometimes the position and department names are different. )

Dear Dr. Navy and Members of the Search Committee,

I am submitting my application for the tenure-track Assistant Professor position in the Department of Computer Science and Engineering at Blue University. My specialization aligns with Blue's commitment to excellence in research and education, and I am confident that I will be a valuable addition to your institution.

(Fumeng: Below is the same paragraphs for your research, teaching, and future plans. )

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(Fumeng: The next paragraph usually says why you want to apply to this position / school. )

I apply to Blue University because I love ocean :-)

(Fumeng: A wrap-up paragraph. )

Suspendisse vel felis. Ut lorem lorem, interdum eu, tincidunt sit amet, laoreet vitae, arcu. Aenean faucibus pede eu ante. Praesent enim elit, rutrum at, molestie non, nonummy vel, nisl. Ut lectus eros, malesuada sit amet, fermentum eu, sodales cursus, magna. Donec eu purus. Quisque vehicula, urna sed ultricies auctor, pede lorem egestas dui, et convallis elit erat sed nulla. Donec luctus. Curabitur et nunc. Aliquam dolor odio, commodo pretium, ultricies non, pharetra in, velit. Integer arcu est, nonummy in, fermentum faucibus, egestas vel, odio.

Sincerely,

*First Last*

First Last, Ph.D.