
March 10, 2025

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Faculty Search Committee
Department of Computer Science
Example University
Collegetown, ST 98765

To Whom It May Concern,

I am writing to apply for the position of assistant professor in Example University's Computer Science Department. I plan to receive my Ph.D. degree from State University at Capital City in Summer of 20XX. My adviser is Prof. Robert J. Johnson, and my general areas of interest include artificial intelligence and machine learning. Having many friends and family in the area, I would be most enthused to return to the Midwest permanently by accepting a position at your institution.

In my graduate work, I focus on the design of deep learning models and transfer learning techniques. More specifically, I have explored various approaches at multiple problem domains to effectively improve the performance of natural language processing. In computer vision, my work was the first to propose leveraging multi-modal learning for medical image analysis. My research appears in the *Journal of Machine Learning Research* journal as well as *NeurIPS 20XX* and *CVPR 20XX*, prestigious conferences in the areas of machine learning and computer vision, respectively.

Enclosed is my curriculum vitae (including a list of publications), contact information for my references, a research statement, and a teaching statement. All of my publications and presentations are available at: <http://www.university.edu/~jdsmith/publications/>

Please let me know if there are any other materials or information that will assist you in processing my application. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Jane D. Smith
