

Faculty Position Cover Letter - An Example

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

Search Committee
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Members of the Search Committee,

I am writing to express my interest in the Assistant Professor position in [Department Name] at [University Name]. With a strong background in [Your Field of Expertise], a passion for teaching, and a commitment to research, I am excited about the opportunity to contribute to your esteemed department.

I earned my [Highest Degree] in [Your Field] from [Your University], where my dissertation focused on [Brief Description of Your Dissertation]. My research has primarily centered on [Research Area], with specific interests in [Specific Interests]. During my doctoral studies, I collaborated with leading experts in [Field/Discipline], which honed my analytical and problem-solving skills. My research contributions have been recognized through [Awards, Fellowships, or Grants].

Teaching has always been a central part of my academic journey. At [Your University], I served as a teaching assistant for courses such as [Course Names], where I developed and delivered lectures, designed assignments, and mentored students. This experience allowed me to refine my teaching philosophy, which emphasizes [Your Teaching Philosophy], fostering an inclusive and engaging learning environment.

Looking forward, I plan to expand my research on [Your Future Research Interests], aiming to address [Brief Description of Goals]. I am particularly interested in exploring [Specific Areas or Questions], which align with the research priorities of [University's Department].

Beyond teaching and research, I am committed to service and outreach. At [Previous Institution], I was involved in [Committees, Organizations, or Community Engagement Activities], promoting [Diversity, Equity, and Inclusion, or Other Values].

I am confident that my background, combined with my dedication to excellence in teaching and research, makes me a strong candidate for the Assistant Professor position. I am particularly drawn to [University Name] because of its commitment to [Specific Values, Programs, or Initiatives].

Enclosed are my curriculum vitae, research statement, and teaching philosophy for your review. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application.

Sincerely,
[Your Name]