

EXAMPLE ACADEMIC COVER LETTER #1
VANDERBILT UNIVERSITY GRADUATE SCHOOL; CAREER DEVELOPMENT

January 13, 20XX

Dr. John Smith
111 Academic Bldg
Big State University
Smalltown, ST 00001

Dear Dr. Smith,

I would like to apply for the position of assistant professor of Occupational Safety in your department. I completed my Ph.D. in December 20XX under the supervision of Dr. Sam Doe in the Chemical Engineering Department at Flagship University. My dissertation was entitled, *Models for Multi-Strata Safety Performance Measurements in the Process Industry*. I am currently a post-doc in Dr. Doe's lab.

My publication record includes articles in peer-reviewed journals such as the *Journal of Hazardous Material* and *Process Safety Progress*. Several other publications are currently under review. In addition, I authored the "Emergency Planning" chapter of the 3rd version of the prestigious tome *Loss Prevention in the Process Industries, Hazard Identification, and Assessment and Control*, by Frank Lees. For a complete list of my publication record, I refer you to my resume.

In reference to your announcement, I have considerable experience in securing external funding and managing large-scale research projects. For example, I serve as Project Manager for numerous projects funded by the state and federal government, as well as industry associations, with budgets ranging from \$15,000 to over \$400,000. In addition, I prepared several other proposals for Dr. Doe's lab for RFP's from the Department of Homeland Security, the National Science Foundation, and other industrial entities.

My professional experience includes roles as a safety engineer and a maintenance manager for a combined 11 years with Rotem Amfert in Israel and at Fine Chemical Division, Dead Sea Bromine Compounds Group (subsidiary of one of the largest corporations in Israel--Israel Chemicals). My service also includes positions as project manager, maintenance manager and departmental safety engineer at the N.R.C.N. in Israel. While my private sector experience offered a great deal of success, my PhD program revealed that I have a talent and passion for teaching and research. Therefore, the academic position at your institution is particularly interesting to me as the next step in my career goal.

During my graduate studies I served as a teaching assistant for several courses, including the Process Safety Engineering graduate course. It was during these opportunities that I recognized my enthusiasm for communicating complex concepts in an accessible manner. In my postdoctoral position I have taught "System Safety Engineering" and "Industrial Safety Engineering." My evaluations are consistently high and students often comment that I "present the course material in a logical and easy to understand way", and "use a variety of channels of teaching" and that they "appreciate [my] availability outside of class." I have been asked to consider teaching "Industrial Hygiene" and "Product Safety" in the future as well.

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Currently I mentor four graduate students; two pursuing a PhD, and two pursuing Master's degrees. Their areas of research cover risk assessment, hazardous materials transport, data mining, and process optimization.

I maintain a penchant for collaboration both within my college, and across the university. For example, I have successfully sought opportunities to work with faculty from the Business School at Flagship University in developing Cyber Infrastructure of Chemical Incident Data, which involves construction, integration and modeling of large-scale data sets, data mining, and statistical modeling.

Attached are my CV, contact information for three references, and a statement of career goals, including teaching and research. I thank you for the opportunity to be considered for the position of assistant professor in the Chemical Engineering Department of Big State University.

Sincerely yours,

Jane Jones, Ph.D.
123 Elm Dr.
Any City, TX 11110
(979) 444-4444
jones@emailserver.com

EXAMPLE ACADEMIC COVER LETTER #2
VANDERBILT UNIVERSITY GRADUATE SCHOOL; CAREER DEVELOPMENT

1111 Main St., #000
Metropolis, ST 99999
November 30, 20XX

Dr. Jane Doe
Professor, CEIE Search Committee Chair
Mailstop #99
Department of Civil, Environmental, and Infrastructure Engineering
Private Research University
Suburban City, ST 99999

Dear Dr. Doe:

I am applying for the Assistant Professor position in the Department of Civil and Environmental Engineering at Private Research University. My faculty advisor in the Civil Engineering Department of Flagship University, Dr. Frank Researcher, recently informed me of the position opening and, although I am still working toward my Ph.D., suggested that I should consider this opportunity.

The position of Assistant Professor with the Department of Civil and Environmental Engineering is of great interest to me because your department is a highly ranked department in the nation and I am convinced that my unique background in GIS, along with CFD applications to water resources, environmental and coastal engineering, would make me a valuable asset to the department. I am the recipient of a 4 year Fellowship (FLOWREP – Future Leaders of Water Resources Professorate) at Flagship University with a strong focus on research, teaching and professional development. During this year, as I carried on my Ph.D. research and began to submit ongoing research results for publications, I have also been pursuing grant proposal applications, which have already resulted in an NSF/NCALM awarded grant for LiDAR data acquisition.

I am currently working on the quantification of hurricane surge damage in coastal bays as a function of dune and wetland characteristics with application to restoration and climate change. The primary expected outcome of this project is an improved understanding of the benefits of dunes and wetlands for hurricane surge mitigation. These benefits will be quantified using physics-based numerical models and geospatial damage analyses. These outcomes will provide coastal planners and managers with scientifically sound information to assess natural hazard vulnerability and coastal development strategies. These results will include parametric models relating spatial inundation and property damages for a coastal city of a coastal city to dune and wetlands configuration. I am also working on the integration of GIS and Computational Fluid Dynamics (CFD), specifically focusing on a framework to integrate high performance computing hurricane storm surge modeling and GIS using a customized geodatamodel “ArcStormSurge,” automated file exchange and ArcGIS tools for pre and post processing model input/output.

My teaching experience includes being a Teaching Assistant for three semesters of water resources engineering at the Civil Engineering Department of Flagship University. I have also lectured on several occasions for the GIS applications for civil engineering undergraduate and graduate classes and I developed and taught a summer short course on GIS applications for water resources engineering. From these teaching activities, I received the Outstanding Teaching Assistant Award from the Flagship University Civil Engineering Department for 20XX. To improve my teaching

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skills and gain more theoretical background on the teaching and learning processes, I joined the Graduate Teaching Academy at Flagship University.

Additionally, to increase my understanding of the world and the people that we are trying to model, I have lived, traveled, studied or worked in more than 20 countries. My research is also adaptive and strongly collaborative. I am seeking a cooperative environment where I can develop a leading and innovative research program that builds on my water resources background, but also ties to the existing network, collaborates with the strengths of the department and fills in the empty spaces. Please refer to the enclosed CV which provides additional information about my experience, education, and group work qualities.

In closing, I am very interested in starting my faculty career joining the Department of Civil and Environmental Engineering. At your convenience, I will be happy to discuss my qualifications and the value I can bring to Private Research University. I have included my CV, research statement, and teaching philosophy. My letters of reference will be sent under separate cover. Should you need to reach me, please do so by phone at (101) 555-5555 or email me at *Sam.Engineer@emailserver.com*. I look forward to hearing from you.

Sincerely,

Sam Engineer

EXAMPLE ACADEMIC COVER LETTER #3
VANDERBILT UNIVERSITY GRADUATE SCHOOL; CAREER DEVELOPMENT

Date

Search Committee, Dept. of Architecture
1000 Old Main Bldg.
Regional State University
City, ST 99999

Dear Search Committee Chair:

I am applying for a tenure-track Assistant Professor position in your department, as announced at <http://www.mydiscipline.org>. I expect to complete my Ph.D. in Architecture at Private Research University, College City, by August 20XX, under the supervision of Dr. James Doe.

I am particularly interested in this position because of your stated desire for an individual with "relevant construction-oriented computer experience and full-time construction management". I believe you will find my background in both architecture and construction management to be well-suited to this position's requirements.

I have gained extensive research and teaching experience at Private Research University over the past five years. My current research assesses the impact of information and communication technologies on the design and construction industry with a particular focus on knowledge management. Other research projects I have conducted include E-commerce in the AEC industry, simulation modeling of construction processes, and database system modeling for construction processes. In addition to the aforementioned research experience, I also worked for two semesters as a teaching assistant for an upper-level Construction Science course: Construction Project Controls. This assistantship afforded me the opportunity to construct exams, guide students through independent projects, and evaluate their performance. I also guest lectured on an as-needed basis.

My substantial work experience in construction and architectural firms includes handling international project contracts, estimating, and scheduling. With a variety of computer and networking skills, I developed numerous database applications, web applications, and network systems, while working as a research assistant at Private Research University.

Enclosed are my curriculum vita, which includes the names and addresses of three references, a statement of research interests, a statement of teaching interests, and two recent publications (*Construction Science Journal* 1:111-125 and *Science of Architecture*, January 20XX).

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Shirley Wright
Address
City State Zip
Phone
Email