

[Your Full Name]
[Current Title/Affiliation]
[Professional Address]
[Email Address]
[Phone Number]
[Professional Website/ORCID]

[Date]

[Search Committee Chair Name, if known]
[Department Name]
[University Name]
[University Address]

Dear [Search Committee Chair/Members of the Search Committee],

Introduction: State the specific tenure-track position and department you are applying for. Briefly summarize your current academic standing, highest degree, and your core research identity.

Research Trajectory & Achievements: Describe your primary research program. Highlight your most significant publications, methodologies, and the impact of your work within the field. Mention specific contributions that demonstrate your expertise and productivity.

Future Research Agenda & Funding: Detail your short-term and long-term research goals. Specifically outline projects you will initiate at this institution. Identify potential external funding sources (e.g., NSF, NIH, NEH) you plan to pursue to support your lab or research group.

Teaching Philosophy & Mentorship: Briefly connect your research to your teaching. List specific courses you are qualified to teach from the department's catalog and mention your approach to mentoring undergraduate and graduate researchers.

Institutional Fit: Explain why this specific department and university are the ideal environment for your work. Mention potential collaborations with specific faculty members, use of specialized facilities, or alignment with the university's strategic mission.

Conclusion: Reiterate your enthusiasm for the position. Thank the committee for their time and consideration.

Sincerely,

[Signature]

[Your Typed Name]