

[Your Full Name]

[Academic Title / Current Position]

[Street Address]
[City, State, Zip Code]
[Phone Number]
[Professional Email Address]
[LinkedIn Profile / Portfolio Link]

[Date]

[Hiring Manager Name]
[Academic Development Network / Department Name]
[Institution Name]
[Institution Address]

Dear [Name of Search Committee Chair or Hiring Manager],

Re: [Job Title / Reference Number]

[Introduction: State the specific position you are applying for and how your background in academic development, pedagogy, or faculty support aligns with the Academic Development Network's mission.]

[Body Paragraph 1: Discuss your experience with curriculum design, instructional technology, or faculty mentorship. Highlight specific achievements in improving educational standards or student outcomes.]

[Body Paragraph 2: Detail your experience working within academic networks or collaborative environments. Mention your familiarity with current trends in higher education research and professional development frameworks.]

[Body Paragraph 3: Explain why you are interested in this specific institution and how you plan to contribute to their unique academic culture and strategic goals.]

[Closing: Reiterate your enthusiasm for the role and your desire to discuss your qualifications further in an interview.]

Sincerely,

[Your Signature]

[Your Printed Name]