

[Your Full Name, Degree]

[Title/Current Position]

[Department Name]

[Institution/University]

[Email Address]

[Phone Number]

[Lab Website URL]

[Date]

[Recipient Name, Degree]

[Recipient Title]

[Department/Search Committee Name]

[Target Institution Name]

[Institution Address]

Dear [Dr./Professor] [Recipient Last Name],

I am writing to formally express my interest in the [Job Title/Faculty Position] at [Institution Name], as advertised in [Source of Advertisement]. With my background in [Primary Research Area] and a proven track record of [Key Achievement, e.g., securing NIH funding/high-impact publications], I am eager to contribute to the [Department Name]'s reputation for excellence in [Specific Field].

Currently, as a [Current Role] at [Current Institution], my research focuses on [Brief 1-2 sentence description of research program]. My work has successfully [mention a major technical or conceptual breakthrough]. This research has resulted in [Number] publications in peer-reviewed journals such as [Journal Name] and has been supported by [List specific grants or fellowships].

Looking forward, my goal is to establish a laboratory at [Institution Name] that utilizes [Specific Methodology/Approach] to investigate [Specific Problem]. I see significant opportunities for synergy with the work of [mention 1-2 faculty members at the target institution] and believe my program will provide unique training opportunities for students and postdocs within your department.

Beyond research, I am committed to [mention teaching philosophy, mentorship, or DEI initiatives]. I have extensive experience in [Specific Teaching/Service Area] and look forward to contributing to the academic community at [Institution Name].

Attached are my Curriculum Vitae, Research Statement, Teaching Philosophy, and [any other required documents]. I welcome the opportunity to discuss how my expertise and vision align with the goals of [Institution Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]