

[Your Full Name]
[Current Department/Division]
[Your Email Address]
[Your Phone Number]

[Date]

[Hiring Committee Chair Name/Dean Name]
[Search Committee Department]
[Institution Name]

Dear [Name of Chair or Search Committee],

Please accept this letter and the enclosed curriculum vitae in application for the [Specific Full-Time Faculty Title] position within the [Department Name], as advertised on [Platform/Website]. Having served as an Adjunct Instructor in this department for [Number] years, I am eager to transition into a full-time role to deepen my commitment to [Institution Name]'s mission and student body.

During my tenure as an adjunct, I have taught [List Specific Courses] and consistently received [mention positive feedback, evaluations, or student outcomes]. My familiarity with our department's curriculum, learning management systems, and student demographics allows me to provide immediate continuity and excellence in instruction. Beyond the classroom, I have already contributed to the department by [mention committee work, curriculum development, or event participation].

In a full-time capacity, I am particularly interested in [mention a specific goal, such as developing a new course, expanding research, or leading a student initiative]. My existing rapport with colleagues and institutional knowledge will allow me to hit the ground running as a productive member of the faculty and a dedicated mentor to our students.

I look forward to discussing how my internal experience and vision for the [Department Name] align with the goals of this position. Thank you for your time and for considering my application.

Sincerely,

[Your Signature]
[Your Printed Name]