

[Your Name]
[Current Rank/Position]
[Current Department]
[University Name]
[Email Address]
[Phone Number]

[Date]

[Search Committee Chair Name]
[Department Name]
[University Name]
[Campus Address]

Dear Dr. [Chair Last Name] and Members of the Search Committee,

Please accept this letter of application for the Tenure-Track Assistant Professor position in [Department Name] at [University Name], as advertised [Reference Location]. Having served as [Current Internal Role/Title] within this department since [Year], I am eager to transition into this permanent role and continue contributing to the long-term success of our academic community.

Research and Scholarship:

My research program focuses on [Research Area]. During my time at [University Name], I have successfully [mention internal achievement, e.g., secured a specific grant, published in a specific journal, or utilized internal labs]. My future research agenda involves [Future Project], which aligns with the department's goals of [Departmental Focus].

Teaching and Mentorship:

Through my experience teaching [Course Titles] here at [University], I have developed a deep understanding of our student body's needs. I have implemented [Specific Teaching Method] and received positive feedback regarding [Specific Strength]. I am prepared to contribute to the curriculum by developing new courses in [Proposed Course Topics] and continuing to mentor [Undergraduate/Graduate] students.

Service and Institutional Knowledge:

As an internal candidate, I possess a thorough understanding of [University Name]'s mission and administrative structures. I have already contributed to the department through my work on [Committee Name or Task Force]. I am committed to expanding this service by [Future Service Goal] and fostering collaborative relationships across the faculty.

I am deeply invested in the growth of [Department Name] and welcome the opportunity to discuss how my record of accomplishment and familiarity with the institution will allow me to hit the ground running as a tenure-track faculty member. Thank you for your time and consideration.

Sincerely,

[Signature]

[Your Printed Name]