

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

[Date]

[Hiring Committee Chair Name, if known]  
[Search Committee Title]  
[Department Name]  
[College Name]

RE: Application for [Exact Title of Internal Faculty Position] - [Job ID/Req Number]

Dear [Search Committee Chair and Members],

I am writing to formally express my interest in the [Position Title] position within the [Department Name] at [College Name]. Having served as [Current Role, e.g., Adjunct Instructor/Visiting Lecturer] here for [Number] years, I am eager to transition into this internal role to deepen my commitment to our student body and the institution's mission.

During my tenure at [College Name], I have demonstrated a strong alignment with our community college values by [mention 1-2 specific internal achievements, e.g., serving on a specific committee, developing a new curriculum, or improving student retention in a specific course]. My familiarity with our diverse student population and institutional policies allows me to contribute effectively to the department from day one.

In the classroom, my pedagogical approach focuses on [mention teaching philosophy, e.g., equity-minded instruction or workforce readiness]. I have successfully taught [List key courses] and have consistently received [mention feedback, e.g., positive student evaluations or peer reviews]. Furthermore, my involvement in [mention specific internal initiative, e.g., Guided Pathways or Accreditation] underscores my dedication to the long-term success of the college.

I am enthusiastic about the opportunity to continue my professional journey at [College Name] in this new capacity. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my internal experience and academic background meet the needs of the [Department Name].

Sincerely,

[Your Signature]

[Your Printed Name]