

**[Your Name]**  
[Current Rank/Title]  
[Department Name]  
[Campus Office Address]

[Date]

[Search Committee Chair Name]  
[Search Committee Department/Office]  
[College Name]

Dear Members of the [Department/Program] Search Committee,

**Introduction:** I am writing to formally express my interest in the [Position Title] position at [College Name], as advertised internally. Having served as a member of the [Current Department] faculty for [Number] years, I am eager to transition into this role to further contribute to our institution's mission of [Institutional Value, e.g., holistic student development or interdisciplinary inquiry].

**Teaching Philosophy and Experience:** In alignment with our liberal arts tradition, my teaching emphasizes [Pedagogical Approach]. Within the [College Name] community, I have successfully developed courses such as [Course Names] that foster critical thinking and student-faculty collaboration. I am particularly interested in how this new role would allow me to [Specific Teaching Goal or Curricular Contribution].

**Scholarship and Research:** My current research focusing on [Topic] continues to inform my classroom instruction. I have actively involved [College Name] undergraduates in my work through [Research Assistantships/Independent Study], resulting in [Specific Outcome]. I look forward to continuing this scholarly trajectory within the context of the [Department Name].

**Institutional Service and Citizenship:** My commitment to [College Name] is evidenced by my service on the [Committee Name] and my role as advisor to [Student Group]. I possess a deep understanding of our unique campus culture and the specific needs of our student body, which positions me to hit the ground running in this new capacity.

**Closing:** I welcome the opportunity to discuss how my internal experience and professional goals align with the needs of the [Department Name]. Thank you for your time and for your dedication to our college community.

Sincerely,

[Your Signature]  
[Your Printed Name]