

[Your Full Name]
[Your Current Title/Department]
[Current Institution]
[Email Address] | [Phone Number]
[Professional Website/Portfolio Link]

[Date]

[Chair of the Search Committee Name, if known]
Search Committee [Department Name]
[University Name]
[University Address]

Dear Members of the Search Committee,

I am writing to formally submit my application for the Assistant Professor of [Subject Area] position at [University Name], as advertised [where you saw the ad]. With a PhD in [Field] from [University] and [Number] years of teaching experience at the [Undergraduate/Graduate] level, I am eager to contribute to the academic excellence of your department.

My teaching philosophy is rooted in [Core Philosophy, e.g., active learning, inclusive pedagogy, or critical inquiry]. In my previous roles at [Current/Past Institution], I have successfully developed and taught courses including [Course Name A] and [Course Name B]. I prioritize creating a classroom environment that fosters [Skill 1] and [Skill 2], ensuring that students from diverse backgrounds can achieve their full potential.

Beyond the classroom, I am committed to mentorship and departmental service. I have mentored [Number] students on [Research/Capstone Projects] and am prepared to lead new initiatives such as [Proposed Course or Program]. I am particularly drawn to [University Name] because of its commitment to [Specific University Value or Mission Statement].

Enclosed with this letter are my Teaching Statement, Curriculum Vitae, and [other requested documents]. I welcome the opportunity to discuss how my pedagogical approach and research interests align with the goals of the [Department Name]. Thank you for your time and consideration.

Sincerely,

[Your Scanned Signature/Printed Name]