

[Your Full Name]

[Your Current Title/Affiliation]

[Mailing Address]

[Phone Number]

[Email Address]

[Personal/Professional Website/Portfolio Link]

[Date]

[Chair Name, or "Search Committee Chair"]

[Department of Education/Specific Sub-field]

[University Name]

[University Address]

Dear Members of the Search Committee,

I am writing to express my enthusiastic interest in the Assistant Professor of [Specific Field, e.g., Special Education/Curriculum & Instruction] position at [University Name], as advertised in [Source]. As a [Current Role/PhD Candidate] at [Your Institution] with a research focus on [Research Interest], I am eager to contribute to your department's reputation for academic excellence and [mention a specific university value, e.g., community engagement or social justice].

My research agenda examines [Primary Research Problem]. My dissertation/recent project, titled "[Title]," utilizes [Methodology] to investigate [Key Finding]. To date, my work has been published in [Journal Name] and [Journal Name], and I have presented at national conferences such as [Conference Name]. At [University Name], I plan to expand this research by [Future Research Goal], seeking external funding through [Specific Granting Bodies].

In terms of pedagogy, I have extensive experience teaching [Level: Undergraduate/Graduate] courses including [Course Title] and [Course Title]. My teaching philosophy is rooted in [Philosophy, e.g., constructivism or culturally responsive teaching], ensuring that future educators are prepared to [Goal for Students]. I am also prepared to supervise clinical placements and mentor graduate students in their thesis work.

Beyond research and teaching, I am committed to departmental service and professional leadership. I have served as [Service Role, e.g., a reviewer for a journal or committee member] and look forward to collaborating with colleagues at [University Name] to support [Specific Program or Initiative].

Thank you for your time and consideration of my application. I have attached my curriculum vitae, research and teaching statements, and writing samples. I look forward to the possibility of discussing how my background aligns with the needs of the [Department Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]