

[Full Name]
[Department Name]
[University Name]
[Email Address]
[Phone Number]
[Professional Website/Portfolio URL]

[Date]

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

Dear Members of the Search Committee,

I am writing to express my enthusiastic interest in the Assistant Professor of [Discipline] position at [University Name], as advertised in [Source]. As a scholar specializing in [Specific Research Area], I am impressed by your department's commitment to [mention a specific departmental strength or initiative]. I expect to complete my Ph.D. in [Field] from [University] by [Date/I received my Ph.D. in Field from University in Year].

My research examines [Summary of dissertation/current project]. In my current work, "[Title of Project/Book Manuscript]," I argue that [Central Thesis]. I utilize [Methodologies/Theoretical Frameworks] to explore [Impact/Significance]. My research has been supported by [Grants/Fellowships] and results have been published in [Names of Journals/Presses]. Looking forward, my next project will investigate [Brief description of future research trajectory].

Regarding my teaching philosophy, I emphasize [Pedagogical Approach, e.g., critical inquiry, archival research, or digital humanities]. At [Current/Previous Institution], I have designed and taught courses such as "[Course Title]" and "[Course Title]." I am prepared to teach your department's core curriculum in [Subject] as well as specialized seminars on [Specific Topics]. I am particularly interested in developing new coursework that aligns with [University Name]'s focus on [Specific Theme].

In addition to my research and teaching, I am committed to departmental and professional service. I have served as [Role, e.g., Graduate Representative/Journal Reviewer] and have organized [Events/Conferences]. I welcome the opportunity to contribute to the vibrant academic community at [University Name] through committee work and student mentorship.

Attached you will find my curriculum vitae, research statement, and teaching portfolio. I look forward to the possibility of discussing how my background and future goals align with the needs of the [Department Name]. Thank you for your time and consideration.

Sincerely,

[Signature/Typed Name]