

[Your Full Name]
[Current Institutional Affiliation]
[Department Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Professional Website/Portfolio URL]

[Date]

[Chair Name, or "Search Committee Chair"]
[Department of Mathematics]
[University Name]
[University Address]

Dear Members of the Search Committee,

I am writing to formally apply for the position of Assistant Professor in the Department of Mathematics at [University Name], as advertised on [Platform/Source]. Currently, I am a [Current Position, e.g., Postdoctoral Fellow/PhD Candidate] at [Your Institution] specializing in [Primary Research Area, e.g., Algebraic Topology or Stochastic Processes].

My research focuses on [Detailed Research Summary]. During my time at [Current Institution], I have developed [Specific Methodology or Result]. My future research agenda involves [Future Project 1] and [Future Project 2], for which I intend to seek funding from agencies such as the [NSF/Other Relevant Body]. I am particularly interested in the possibility of collaborating with [Faculty Name(s)] at [University Name] on [Shared Research Interest].

With regard to teaching, I have served as the instructor of record for courses ranging from [Lower Level Course, e.g., Calculus I] to [Upper Level/Graduate Course, e.g., Real Analysis]. My pedagogical approach emphasizes [Teaching Philosophy, e.g., active learning or inquiry-based instruction]. I am eager to contribute to [University Name]'s curriculum and am prepared to teach [List 2-3 Specific Courses from their catalog].

Furthermore, I am committed to departmental service and fostering an inclusive mathematical community. I have experience in [Service Example, e.g., organizing seminars or mentoring undergraduate research] and look forward to supporting the growth of the [Department Name] through [Specific Contribution].

Attached you will find my curriculum vitae, research statement, teaching statement, and [Other Required Documents]. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background aligns with the goals of [University Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]