

[Your Full Name]
[Current Institutional Affiliation]
[Department]
[Email Address]
[Phone Number]
[Personal/Lab Website URL]

[Date]

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

Dear Members of the Search Committee,

I am writing to express my enthusiastic interest in the Tenure-Track Assistant Professor position in [Department Name] at [University Name], as advertised [where you found the ad]. As a [Current Title/Candidate Status] at [Current Institution] specializing in [Research Area], I am confident that my research program and teaching philosophy align with the goals of your department.

Research Program: My research focuses on [Primary Research Question/Problem]. In my doctoral/postdoctoral work, I have [Brief Summary of Key Findings or Methodologies]. To date, this work has resulted in [Number] publications in peer-reviewed journals such as [Journal Name A] and [Journal Name B]. At [University Name], I plan to establish a lab that [Future Research Goals]. I am particularly interested in potential collaborations with [Name of Faculty or Center] to further [Specific Research Objective].

Funding and Recognition: My work has been supported by [Granting Agencies/Fellowships], and I have received [Awards/Honors]. I have a proven track record of [Acquiring Resources/Collaborating Internationally] and am prepared to pursue external funding from [Specific Agencies like NSF, NIH, NEH] to sustain my long-term research agenda.

Teaching and Mentorship: My teaching experience includes [Courses Taught/TA'ed] at [Institution]. I am prepared to teach core curriculum courses such as [Course Name 1] and [Course Name 2], as well as develop graduate seminars in [Specialized Topic]. My approach to pedagogy emphasizes [Brief Teaching Philosophy, e.g., active learning, inclusivity, or technical rigor]. Furthermore, I am committed to mentoring undergraduate and graduate students in research settings.

Service and Diversity: I am dedicated to contributing to the university community through [Service Activities]. I am also committed to fostering an inclusive environment for students from diverse backgrounds, which I have demonstrated through [Specific Action or Initiative].

I have enclosed 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 can contribute to the continued excellence of [University Name].

Sincerely,

[Your Signature]

[Your Printed Name]