

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Portfolio URL/LinkedIn Profile]

[Date]

[Search Committee Chair Name, if known]

[Department of Educational Technology/Instructional Design]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Members of the Search Committee,

I am writing to express my enthusiastic interest in the [Assistant/Associate/Full] Professor of Educational Technology position at [University Name], as advertised in [Source of Advertisement]. With a background in [Specific Area of Expertise, e.g., Learning Sciences, Online Pedagogy, or Emerging Technologies] and a commitment to advancing the field through innovative research and student-centered instruction, I am confident that my qualifications align with the goals of your department.

My primary research agenda focuses on [Describe Core Research Interest]. To date, my work has explored [Specific Research Problem or Project], resulting in publications within journals such as [Key Journal Names]. At [Current Institution or Ph.D. Program], I have successfully [Mention a Key Achievement, e.g., Secured a grant, led a longitudinal study, or developed a theoretical framework]. I look forward to continuing this trajectory at [University Name] by collaborating with faculty on [Specific Research Initiative or Lab].

Regarding my teaching philosophy, I believe in modeling the very technologies and pedagogical strategies I teach. I have experience instructing courses such as [Course Title 1] and [Course Title 2] in [Face-to-Face/Hybrid/Online] formats. My approach integrates [Specific Framework, e.g., Universal Design for Learning or Constructivism] to ensure inclusive and engaging learning environments. Beyond the classroom, I am dedicated to mentoring graduate students in their transition from practitioners to researchers.

Furthermore, I have actively contributed to the academic community through service, including [Mention Service Role, e.g., Reviewing for AERA/AECT, serving on a curriculum committee, or community outreach]. I am eager to bring this spirit of service to [University Name] and contribute to the growth of the [Specific Program Name].

Thank you for your time and for considering my application. I have attached my curriculum vitae, research statement, and teaching portfolio for your review. I look forward to the possibility of discussing how my expertise can contribute to the continued excellence of [University Name].

Sincerely,

[Signature (if sending by mail)]
[Your Printed Name]