

Sample Cover Letter

APPLICANT NAME

Street Address
City and State

Phone Number
email

<Date>

<Name of Hiring Authority, Title>
<Name of Institution>
<Address>
<City, State Zip>

Dear <Mr., Ms., Dr.> <Last Name>:

I am writing in response to your opening for the position of <Title> at <Name of University>. The opportunity to teach and inspire students within your university is an exciting prospect that I feel qualified for and fully able to undertake. Please allow me to explain briefly my philosophy regarding academic leadership and how I could contribute to the growth and success of your institution.

Providing quality, broad-based academic direction and leadership remains one of the core catalysts for success in higher education institutions today. In my instructional career, I have demonstrated the ability to develop complete curricula for a variety of courses and influence student improvement through quality lectures, discussions, assignments, and assessments. In my current position as Associate Professor with the Katharine Gibbs School, I have also worked with organizations within the community to provide internship and job opportunities to students and graduates, respectively.

What I bring to the position that may be unique among candidates is my 8-year background in the human services field. In working with clients suffering from various illnesses and conditions, I have gained experience in developing strategies that address both short-term and long-term needs. I feel this experience augments my instructional background and would provide a unique perspective to students in my future classes.

My résumé is enclosed to provide you with additional details concerning my background and qualifications for this position. I am certain an interview would fully reveal my abilities and enthusiasm for the opportunity to contribute to your faculty.

Thank you for your time and consideration. Please do not hesitate to contact me if you have any questions.

<Typed Name>

<Written Name is placed below typed name>

Enclosure