

Your Name

Your Address Line 1

Your Address Line 2

City, State ZIP Code

Email: your.email@example.com

Phone: (xxx) xxx-xxxx

[Date]

Recipient's Name

Recipient's Title

Department

Institution/Organization

Address Line 1

Address Line 2

City, State ZIP Code

Dear [Recipient's Name]:

[Introductory Paragraph: State the position you are applying for, where you found the listing, and briefly introduce yourself.]

[Body Paragraph(s): Expand on your academic background, teaching/research experience, and relevant skills or qualifications. Explain why you are interested in this position and institution.]

[Closing Paragraph: Thank the recipient for considering your application, mention any enclosed materials (CV, references, etc.), and express your enthusiasm for further discussion.]

Sincerely,

[Your Full Name]