

[Your Name]

[Your Address]

[City, State ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title or Department]

[University Name]

[Address Line 1]

[City, State ZIP]

Dear [Recipient's Name],

[Paragraph 1: State your purpose and the position you are applying for.] [Paragraph 2: Briefly describe your qualifications, experience, and interest in the position.] [Paragraph 3: Mention how your background aligns with the institution's needs.] [Paragraph 4: Express gratitude for consideration and offer to provide further materials/interview availability.]

Sincerely,

[Your Name]