

Academic Job Cover Letter

[Your Name]

[Your Address]

[Your City, State and Zip Code]

[Your Phone Number]

[Your Email]

[Date]

Dear [Hiring Manager Name or Title],

I am writing in response to your advertisement for the [job title] position at [department name] of [university name]. As an experienced [skill set relevant to the position], I am interested in using my knowledge to accomplish [university's research goals]. I am motivated by [university's name] about [university's mission] and am looking forward to the opportunity to use my unique experience to support your [department name] team.

My recent experience as a [previous position/research experience at university] has prepared me for this position through extensive training on [technical skills]. I applied those skills during [projects you worked on] and helped my team reach our goal by [positive results of your work]. While conducting research on [name of your research project], I improved operations by [mention your relevant soft skills].

I respect [university's research mission] and look forward to participating in a workplace culture that promotes [describe the university's and department's core values]. I plan to build upon my background as a [field of interest] professional and contribute to [university name]'s high research and educational standards. As I grow professionally, I hope to apply [new skills] to [describe work environment] and become a valuable resource for [university and department name].

Thank you for considering my candidature for [position]. I appreciate the opportunity to share how I can help [department and university name]'s plan and work towards a mutual goal. I look forward to hearing back from you and discussing my application the [position]'s work in more detail.

[Closing phrase],

[Your Name/Signature]