



Basic Formatting:

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| <ol style="list-style-type: none"> 1) Your name, address, phone number, contact email 2) The date on the top right hand side 3) The name, title, and address of the person/university on the left 4) Dear [insert name of person here, be specific] |
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Skim the job announcement for the following important information/key words (you may consider picking an older announcement for your ideal position, even if it's been filled, and using that to create a master-draft of your letter AS EARLY AS POSSIBLE):

- What skill niche are they trying to fill?

- What are the experiences they expect a candidate to have?

- What kinds of results do they want from a candidate?

- What are the ways that the company approaches issues/problems? (Methodologies, theories, social frameworks?)

- What kinds of abilities are companies looking for?

Who is the specific recipient of the letter? (This is important to get as specific as possible):

- o Name: _____
- o Title/Company: _____
- o Address: _____





Introductory Paragraph (tend to be pretty uniform; use the template as a fill-in-the-blank to start and then change the words so it sounds more like you talking, use phrases comfortable for you):

Dear [_____],

I am writing to apply for the position of [_____]

[_____] at [_____] University/College posted on [_____]

[_____] (website/job site/university website?). I am currently a [_____]

[_____] (your current position) at [_____]

[_____] (current university) and I anticipate completing this position [_____]

[_____] (month/year). [Now, insert a sentence about your interest in the job: how did it strike you to

apply to initially? Does it match ideally with your qualifications? In what specific ways?)

PARAGRAPH TWO (or three, depending on whether the position is teaching heavy or research heavy):
Dissertation, Publications, and/or Current Research

Depending on where you are in your professional trajectory, you may want to highlight your dissertation research, whether that was published (and specifically which journals you were able to publish in), and your current research as it matches up with what the company is looking for. Specifically, this should be a 4-6 sentence encapsulation of what your project is (consider a sentence summary for each paragraph) and how it fits into the trajectory they want in their description.

- 1) Describe your dissertation research and any relating publications

- 2) Describe your postdoc research and any relating publications

- 3) Describe your future research plans (methodology, focus)





PARAGRAPH THREE (or two, depending on whether the position is teaching heavy or research heavy): Teaching Qualifications, What You Can Teach for Them

This is the place to check their description, especially if it's a small liberal arts college, for the kinds of courses they would ideally like you to teach. Then tell them you'd love to teach those **VERY SPECIFIC** courses – use their names, and if they don't list them, look them up on the university's website.

- 1) I have taught:
 - a. Course Title (not numbers!), Course description:

 - b. Course Title (not numbers!), Course description:

 - c. Course Title (not numbers!), Course description:

- 2) I would LOVE to teach at YOUR university:
 - a. Course Title (not numbers!), Course description:

 - b. Course Title (not numbers!), Course description:

 - c. Course Title (not numbers!), Course description:

FINAL PARAGRAPH : The motion is to thank someone for their time and consideration; usually, the paragraph is phrased along these lines:

- I would enjoy discussing this position with you in the weeks to come. In the meantime, I am enclosing my curriculum vitae and statements of teaching and research interests. Letters of recommendation will arrive under separate cover. If you require any additional materials or information, I am happy to supply it. Thank you very much for your consideration.
- I am very excited about the opportunity of joining X UNIVERSITY, and I am enclosing my curriculum vitae and a sample of scholarly work. Letters of reference will arrive under a separate cover for your consideration. I will gladly provide any other supporting materials upon request. I will be attending the XXX convention in XXX this XXX, and would be glad to meet you there at your convenience. Thank you for your consideration, and I look forward to hearing from you soon.
- Create your own! :

