

Conquering the COVER LETTER: Easy Strategies

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The *dreaded* Cover Letter!

Why is it so feared???

Cover Letter News!



■ Here's the Good News:

- only $\frac{1}{2}$ the employers will read it!

■ Here's the Not So Good News:

- $\frac{1}{2}$ the employers will read it!

Pssst. Hey You!
Here are the Main Ingredients for
Cover Letter Success:



1. It needs to “look like” a CL
2. No typos, errors, fabrications
3. Identify/map employer needs
4. Weave job listing “keywords” through letter (to beat ATS)
ideally in topic sentence of paras 2/3
5. Include at least 1-2 of items we identified earlier as what
employer should know about you!

Q: How *can* I make it “look like” a cover letter?

➤ **A:** If it follows normal CL convention, you’re 1/3 there!

1. 1 page (faculty position can be 2 pgs)
2. 3-4 paragraphs
3. Same font on resume and CL
4. Block style, left justified
5. Header matches resume
6. Date
7. Address of Employer
8. Salutation (“Dear Ms. Johnson,” or “Dear Hiring Manager”)

Format

Catherine Conservation

Kingston, RI (401) 874-2466 cmitnick@uri.edu

July 8, 2022

Jordan Morrisette
Manager, Corporate Administration
Tetra Tech
1234 Blackacre Avenue
Providence, RI 02906

- Use Dr./Ms./Mr. then last name
- Use “Ms.” not “Mrs.”
- Use first name if you prefer not to identify by gender, i.e., “Dear Jordan Morrisette” or “Dear Hiring Manager”

Dear Ms. Morrisette:

I am writing to express my interest in the management analyst position in the Washington DC office of Tetra Tech, listed on the company’s website (Job No. 1740000211). At Tetra Tech, I would be excited to use my Master’s of Environmental Science and Management degree and my extensive data collection and analysis experience to support the company’s project teams in providing innovative solutions to client needs.

Note: left block paragraph set up

➤ **Your Name**

➤ City, State, ZIP Phone E-mail

➤ Date

Name of Contact Person, Title
Organization
Street Address
City, State ZIP

➤ Dear (Contact Person's Name):

➤ **Opening Paragraph:** Why you are writing?

- State why you are writing. Name the position for which you are applying
- Mention the name of any referring person
- Briefly describe why you are suited for this particular position using keywords

➤ **Body of Letter:** Sell yourself!

- Emphasize your strongest qualifications – based on their needs! Describe your relevant skills, experiences, qualifications, and achievements stated in terms of the unique value you bring to the company. Support what you say by noting the positive results you achieved in internships, work, community or education. Map your competencies to the requirements/needs of the specific job or organization.
- Insight on you as a person. Not a chronological recitation of resume. Mention personal qualities, special experiences

➤ **Closing Paragraph:** Request an interview

- Directly, but politely, indicate your desire to further discuss your qualifications in an interview
- Thank the person for their time and consideration

➤ Sincerely,

Your Signature

Your typed name

(2 spaces)

Attachment or Enclosure

Cover Letter: Analyze Job Description & Research Employer

- Highlight job ad and your resume:
- 3-4 most important qualifications that match. Show you have demonstrated/been complimented on those skills.
 - Be results oriented
- Mention relevant technical expertise
- Research employer and mission statement

- Entry-Level Environmental Engineer (NO-005-18)
- Date: 1/20/22
- Job Locations: Massachusetts - Norwood
- GZA GeoEnvironmental, Inc. (XYZ) is currently seeking an Environmental Engineer to support our environmental remediation practice. The successful candidate will have a **solid educational background** and must be self-motivated with a professional attitude.
- As an Environmental Engineer, you will work in a fast-paced team of Project Managers and Principals. **You will perform extensive fieldwork** and gain experience in drilling oversight, soil/groundwater/soil vapor sampling, monitoring well installations, air monitoring, remediation/construction oversight, and operation of remedial systems. You will also **prepare detailed and accurate field documentation, data analysis and reporting.**
 - *[As a highly motivated Master's Degree candidate in _____ with extensive environmental fieldwork and oversight experience, I believe I can be an effective and positive contributor to the project teams at GZA GeoEnvironmental, Inc.]*
- Qualifications:
 - Bachelor's Degree in Environmental Engineering, **Environmental Science**, or Geology (**Master's Degree a plus**)
 - 0-2 years of related **environmental experience in the fields of site investigation, implementation of remedial alternatives, and/or design of remedial systems**
 - **Strong attention to detail with excellent analytical capabilities**
 - Perform technical execution of projects under the supervision of project managers
 - **Ability to follow direction, and work independently or in a team setting**
 - **Strong communication skills, problem solving and organizational skills**
 - Working knowledge of computers and Microsoft Office suite
 - 40-hour OSHA HAZWOPER and FE/EIT certification a plus
 - A valid driver's license in good standing
- About GZA:
 - Stable work environment
 - Generous, company-subsidized benefits package
 - GZA is an employee-owned multidisciplinary engineering consulting firm. We are an ENR Top 500 Design firm focused on geotechnical, environmental, water, ecological, and construction management services. With a staff of **interrelated professionals dedicated to providing high-level expertise on complex projects above, below and at ground-level**, GZA's experts provide **seamless integration across practice areas, client type, and location.**

Job Qualifications	Experience	Coursework/Projects	Degree or Credentials
<ul style="list-style-type: none"> • Solid Educational Background 			PhD – Env. Eng.
<ul style="list-style-type: none"> • Fieldwork • Documentation • Data Analysis and Reporting 	<ul style="list-style-type: none"> • Internship • Poster Presentation • Published article 		R/SPSS Certificate
<ul style="list-style-type: none"> • Experience with soil/groundwater 	<ul style="list-style-type: none"> • Master's Thesis 	Class project Course	
<ul style="list-style-type: none"> • Attention to detail • Organizational skill 	<ul style="list-style-type: none"> • Editing • Categorizing species • Lab Manager 	Complimented for identifying & fixing coding error	
<ul style="list-style-type: none"> • Team Member 	<ul style="list-style-type: none"> • Student Org. • 5 Person Lab 	Dissertation Project Manager	

Public Services Librarian, Mashpee Public Library

- **Ensures delivery of quality materials, services and programs.** Coordinates day-to-day operation of main public service desk, **trains and supervises paraprofessional staff**, and monitors work for accuracy and adherence to standards.
- Responsible for selection and collection development of assigned areas and manages assigned areas of the collection. Assists in **creating and updating content for the Library website**. Oversees training and instruction of staff on automated systems and other technology. **Serves as liaison to CLAMS Libraries System.**
- **Qualifications** Must possess an **MLIS** (Master's in Library Information Science) degree from ALA accredited institution. Will consider MLIS candidates with significant progress toward completion of the degree with public library experience and documented record of achievement. **At least 1 year experience in a public library setting or any equivalent combination of education and experience.** Ability to obtain Massachusetts's State Certification of Professional Librarianship desired.
 - ***Proven customer service orientation.***
 - ***Excellent oral, written and interpersonal communication skills.***
 - ***Competence working in PC environment. Skills in Microsoft Office required; experience with web design tools and WordPress desirable.***
 - ***Must have a valid MA driver's license. Must successfully pass a C.O.R.I. background check.***
- **Institution** Mashpee Public Library, Full Time
- **Reports to Director of Mashpee Library**

Cover Letter Format:

Header, Date, Employer Address, Salutation

Laura Librarian
Kingston, RI 02881
(401) 874-2466 llibrarian@uri.edu

September 14, 2021

Kathleen Mahoney, Library Director
Mashpee Public Library
64 Steeple Street
Mashpee, MA 02649

Dear Ms. Mahoney:

I write with great enthusiasm to apply for the Public Service Librarian position at the Mashpee Public Library, listed on the Mashpee Town website. At the Mashpee Public Library, I would be excited to use my Master's in Library and Information Studies degree, public library experience, proven customer service orientation and strong communication skills to support the library's delivery of quality materials, services and programs.

As a Library Assistant at the Smithfield Public Library, I delivered quality materials, services, and programs to patrons, including leading a standing room only program for seniors on "How to Avoid Internet Scams." The library also awarded me *Employee of the Month* for my excellent customer service and creation and updating of the library's web content. During my internship at the Carothers Library at URI, my supervisors let me know they were pleased with my delivery of services and programs and my customer communication skills and increased my responsibilities and asked me to extend my work there for another semester.

Advice and Samples:

1st paragraph:

- Do not begin with “My name is Sara Jones.”
- If networking or referred, mention it:

“I write to apply for the position of Teaching Fellow at University of Akron’s Creative Writing Program as listed in the *Chronicle of Higher Education*. Jamahl Aziz, Dean of Arts and Sciences at URI, recommended I contact you. Dean Aziz believes my experience as a writing instructor, my master’s of fine arts degree in Creative Writing and my highly rated teaching skills will allow me to make a positive and immediate contribution to the Creative Writing Program at the University of Akron.”

Body:

- Ability to preserve confidentiality of information:
“While working as an enrollment specialist in URI’s Office of Financial Aid, I kept confidential records, and notes of conversations in a password protected file.”
- Accuracy and attention to detail:
“In all lab work, I used my critical thinking skills and attention to detail to solve complex issues such as ____.”
- Work effectively with diverse groups of people:
“While serving as a Conference Organizer for international students, I worked closely with visitors from around the world and introduced them to the University and referred them to resources. In addition, as a tutor in the College Readiness Program at Rhode Island College, I prepared minority students to excel on their exams and on their projects. The four students I tutored improved their test scores by two letter grades by the end of the semester.”

Bethany Business
Kingston, RI | business@uri.edu | (401) 555-1313

November 10, 2022

Juan Gonzalez
Vice President and General Manager
XYZ Corporation
5151 Delta Boulevard
Sarasota, FL 50505

Dear Mr. Gonzalez,

As a May 2023 MBA candidate with a concentration in Finance at the University of Rhode Island College of Business, I am positioned to make positive and immediate contributions to XYZ Corporation as a financial analyst. XYZ Corporation's CEO, Gerald Johnson recently said "2022 was a year of significant market fluctuation for many tech companies." I am eager to apply my expertise in capital budgeting, resource allocation, and financial analysis to help XYZ meet its stated goals of cost reduction, customer service, and operational efficiency. I would be excited to use my quantitative skills, analytical abilities, and global background to contribute to strengthening its relationships with suppliers and increasing XYZ's market share.

The following represent selected attributes that qualify me as an ideal candidate for the position:

- **Problem Solving Skills** – During my internship with a telecommunications company, I was recognized by the department head for resolving a complicated and longstanding accounting issue. I pored through hundreds of data sheets until I identified the source of the issue. I wrote a summary and presented a solution in a meeting with C-level executives.
- **Detailed Quantitative Analysis** – In my Financial Modeling course, I learned the most recent quantitative analysis and modeling techniques and applied them to several projects.
- **Communication Skills** – I am comfortable presenting my work both orally and in writing. I led weekly training seminars as an educational consultant to groups of 15-30 both in person and virtually, and have received top grades on my written work.

My supervisors, colleagues, and instructors will attest to my highly collaborative, productive, and professional working style, and how I work well independently as well as part of a team and can take direction and provide it when needed. It would be a privilege to be able to work with you and others at XYZ as a financial analyst. I look forward to meeting with you to provide additional detail on how I can contribute to your company.

Sincerely,

Bethany Business

Enclosure: Resume

Sample Cover Letter – Environmental Analyst Consulting – Networking, Not a Job Posting

Eric Environmental

Kingston, RI 401-555-1212 eenvironmental@uri.edu [linkedinprofile](#)

December 5, 2021

Samantha Smith, President
GreenOrder Consulting
1313 Mockingbird Lane
Washington, DC 20005

Dear Ms. Smith,

I learned of GreenOrder when Beth Donaldson spoke about “Current Challenges to Biodiversity” at the University of Rhode Island’s Environment Day this fall. Since then, I have been very interested in Green Order's interdisciplinary approach to using science to support and maintain biodiversity while helping clients achieve their goals. I was pleased to see you are accepting applications for a Monitoring and Biodiversity Manager. I believe my remote sensing and spatial analysis skills, combined with my 3+ years of social media experience and my ability to collaborate easily with colleagues will allow me to excel in this role.

I have applied my remote sensing and spatial analysis skills in monitoring fish stock through GIS analysis and cartography using ArcGIS, and database development. I will complete a Master of Environmental Science and Management at URI with a specialization in Remote Sensing & Spatial Analysis in May 2022. In addition to my technical skills and strong grounding in biodiversity and conservation science, I have 2+ years of experience in drafting grants, including federal and state, 75% of which were successfully awarded.

Examples that transform task-based statements into accomplishment-based statements

[Damore-McKim Northeastern Resume-Cover Letter Guidelines](#)

- • Before: Managed contracts and change orders on each construction project.
- • After: Managed contracts and change orders on construction projects, ensuring they were completed on time, and within budget.

- • Before: Headed various marketing projects delegated to intern staff.
- • After: Managed market research project to assess customer service needs; made two recommendations for service improvements, which were implemented and increased customer satisfaction scores by 34%.

- • Before: Created and dispersed “e-blasts” – marketing advertisements sent to the association members by email.
- • After: Created and sent “e-blasts” to association members resulting in a 30% “open” rate, exceeding the standard, average rate.

- • Before: Actively managed all online advertisement billing.
- • After: Managed \$7 million of receivables for online advertisements.

Specialty Library Position

- Position: **Cataloger** - Under general supervision of the Collections Development Librarian
- ESSENTIAL JOB FUNCTIONS:
 - Responsible for copy cataloging in all formats and reviews, and edits records as needed
 - Searches Bibliographic Utility (e.g., OCLC) for copy cataloging; edits OCLC records; downloads records
 - Participates in database maintenance and quality control by correcting errors, merging duplicate records, and upgrading or overlaying temporary or short records into full MARC records
 - Assists with the work of other Catalogers when the workflow of the Department requires it
 - Supports the Collections Development Librarian in coordinating Department workflow, writing policies and procedures for Department and library
 - Keeps up-to-date on national and local library developments related to cataloging and the Integrated Library System
 - Performs special projects and other related duties as required, directed or as situation dictates
- EDUCATION AND EXPERIENCE: Applicant should have a Master's Degree in Library/Information Science or be currently enrolled in an ALA accredited institution
- QUALIFICATIONS:
 - Familiarity with cataloging standards and formats
 - Experience with Integrated Library Systems and using the OCLC cataloging interface (Connexion)
 - Ability to work independently and use professional judgment to solve problems
 - Ability to communicate clearly, orally and in writing and to collaborate with individuals and groups
 - Strong organizational skills and attention to detail
- Email cover letter and resume to Jodi Decisionmaker, Director of Library Systems

Steven Specialty

Barrington, RI 02806 — 401-874-2644 — stevenlibrarian@gmail.com

Jodi Decisionmaker, Director of Library Systems
Specialty Library
18 New Road
Providence, RI 02809

Dear Ms. Decisionmaker,

I write with great enthusiasm to apply for the position of Cataloger at the Specialty Library, which I learned about through the OLIS Jobline forum. As a librarian, I want to serve patrons by providing easy access to the metadata that can guide them to library materials in all formats. The Specialty Library, with its incredible history and its fascinating collections that combine the best of what public and special collections libraries have to offer, would be the ideal place for me to do such work. I believe my **previous exposure to cataloging work, my organizational skills,** and my work ethic would all serve me well as Cataloger for the Specialty Library.

In my cataloging class at URI, I studied and applied tools and systems like RDA, the LC call number system and subject headings, and MARC records, among others. I also used both OCLC and Connexion extensively in hands-on cataloging exercises. In a course on collection development, I completed a hypothetical weeding project that the Adult Services Librarian at the Johnston Public Library ultimately used to actually weed its collection.

In addition, **my internship at the Highly Specialized Library required me to keep meticulous records** as I carefully verified the metadata of special collections materials in a variety of formats (from books and atlases to archival material like photographs and newspaper clippings), using *DCRMB(3)* to check my work, all with minimal direct supervision. **My internship supervisor at the Specialty Library commended my close attention to detail** and felt confident that my work would contribute to a successful survey of the collection. **As an officer in URI's Student ALA group, I collaborate with my fellow board members** to plan engaging projects and fun events for the library student community. **A lifelong learner, I am curious about new developments in library science** and love the chance to try new skills.

I would be thrilled to work with you at this wonderful institution and would appreciate the opportunity to meet in person to discuss this position. **I'm currently available to work during the day since my library courses meet online in the evening.** I hope to hear from you soon.

Sincerely,

Steven Specialty

Take aways:

- **Focus on employer's needs, not your own.** Ask yourself:
 - What is employer asking for? What have I done or studied to show I meet employer's qualifications?
 - What is concrete evidence of how **I can add value** and make their lives easier?
- Show your skills are **direct match** for job description. Use **concrete examples of how you meet employer's criteria. Focus on top 2-3 skills give examples of your positive impact.**
 - Share detailed examples of your fit for job's specific requirements. Don't just say, "I'm a good researcher."
 - Use active and concrete language and any objective approbation, i.e., **"I traveled to Moscow and analyzed original source documents at Kremlin, identified a previously unearthed speech, and was awarded top honors for research in my class"**
- Mention relevant skills you developed (lab techniques, research jobs, volunteer or leadership positions, community service)
 - Include relevant technical skills, languages, computer apps
- **Last sentence: tie back to what you can do for the employer**

CL for Post-Doc Position

Address your potential future employer properly:

- **Dear “Dr. (insert surname here).”** Don’t say, “Dear Sir/Madam” or “To Whom It May Concern” as your application could be dismissed as untailored for the position. Use principal investigator’s name.

Paragraph #1:

- **1st sentence** – get right to the point! **“I am applying for the postdoctoral position available in your laboratory that was recently advertised (where).”**
- **2nd sentence** – **give your current position, place of work, mentor.** If not immediately available (i.e., still need to defend), say when you can start.
- End with 1-2 concise sentences stating why you are ideal candidate (techniques or model systems).

Paragraph #2:

- **Elaborate on why PI should consider you for a postdoc in *their* lab. Customize letter and outline how your skills match or complement the PI’s. Use keywords identified in job description or from publications from PI’s lab.** Be specific as to that PI’s work to make you look interested and show initiative. Identify areas you want to learn from the PI’s lab. **If you are good at writing/obtaining grants or other funding, say it.**

Paragraph #3

- **Highlight a few key achievements** – your most important paper or two, a grant or fellowship, or other notable honors (award-winning conference presentation). If you have experience training others in a technique, mention that. Keep it brief – you are highlighting what should be provided in your CV.

Paragraph #4

- Thank PI for taking the time to read your CV and for considering you for this position. Provide your contact information and state you look forward to hearing from them.

For Academia – Teaching/Research Positions

- Letters generally longer: 1.5-2 pages, 7-8 paragraphs
- 4 segments:
 1. Intro
 2. Research
 3. Teaching*
 4. Closing

** If teaching institution, put teaching first*
- **Tone should be that of a potential colleague**
- Come across as serious, interesting, scholarly, collegial, productive, and professional
- Include a clear statement of your research and teaching interests
- Show a draft of your letter to your chair or advisor

Body Paragraphs for PhDs Applying to Academic Teaching/Researching Positions

- **For major research institutions:** stress interest in conducting research and elaborate on current research topics. Mention potential collaborations. Also, describe your dissertation.
- **For liberal arts/teaching colleges:** emphasize interest, commitment, and experience teaching. Also, advising and mentoring, participating in non-class activities. Mention positive evaluations or comments, i.e., regularly rated 4.9/5 on teaching evaluations.
- Smaller departments at any school more concerned about the courses you can teach.

POINTS TO REMEMBER

- Use the **form of address and title of the contact person** as they appear in the job notice.
- **Refer to the job title as it appears in the notice**, and state where you learned of the position.
- Mention your major professor by name, if he/she well known in your field.
- **Mention your expected completion date.**
- Make a claim for your candidacy that you will support in the body of the letter.
- For a position at teaching intensive institution, emphasize teaching experience and philosophy early in the letter.
- Describe your dissertation and plans for future research. Emphasize links between your teaching and research interests.
- Mention specific teaching experience that is relevant to the job notice or is otherwise noteworthy.
- Refer to relevant materials available on the web.
- State your willingness to forward additional materials and to meet for an interview.

August 2, 2016

Sample Biology Cover Letter

Applicant Address

XX Search Committee
Department of XX
Regional College XX
City, State Zip

Letter for teaching intensive
institution.- small liberal arts college

Cell Biology Search Committee:

I am writing to apply for the assistant professor position in cell biology beginning August 2016. Dr. Peter Hardy encouraged me to apply after learning of my qualifications from my advisor, Sam Wyman, at a recent conference. I am currently a doctoral student in cell biology at the University of Washington. Having already completed three chapters of my dissertation, I should complete all requirements for my degree and will defend in May 2017. I believe my qualifications are an excellent fit with your department.

As indicated on my enclosed curriculum vitae, I received my undergraduate degree in biology from a small liberal arts college. Having spent the last seven years in a large research institution, I feel confident about my desire to return to the small college environment. I value the education, mentorship, and outside learning opportunities provided to students at XX liberal arts college.

I have developed a diverse teaching record. I have taught both undergraduate and graduate courses, as well as lab sections as small as 11 students and lecture sections as large as 250. The courses I have most enjoyed teaching are introductory undergraduate courses of approximately 25 students. My favorite part of teaching is helping a struggling student learn challenging material by altering my approach to meet his/her needs. I take joy in creating new instructional strategies to convey material – games, debates, guest speakers, clickers, and television shows are among my favorite activities. I am prepared to teach introductory cell biology, introductory genetics, and graduate-level courses in those areas.

My passion for cell biology is due, in part, to my involvement in research at the undergraduate level. I look forward to supervising students interested in the research process, as I have mentored several undergraduate research assistants at the University of Washington. Our research team, consisting of faculty and students at all degree levels, has published two peer-reviewed journal articles regarding XX. I have also published on XX with XX. More specifically, our work examines XXXX. We also have two projects underway. As our research area is rather broad, my next narrower focus on XX will lead to a number of projects that could provide undergraduate and graduate students at XX the opportunity to get involved in research.

In addition to teaching and research, I am involved in campus service activities. An important part of postsecondary education is the learning that takes place outside the classroom. I am interested in serving as a faculty sponsor for student organizations such as the Biology Club and being a member of the Campus Cares committee promoting healthy choices.

My background in liberal arts education, passion for teaching, interest in collaborative research, and commitment to campus service would be an asset to the cell biology program at XX. I look forward to continuing my career in academia, yet moving from a research-focused university to a smaller liberal arts college. I believe the environment at XX and in the community of XX will enable me to flourish professionally and personally, and I look forward to visiting with you about this opportunity in more detail. Please contact me if you have questions. Thank you for your consideration.

Sincerely,

Avery Jackson

November 1, 20XX

To the NYU Linguistics Search Committee:

I am writing to apply for your Assistant Professor faculty position in semantics. I have a broad foundation both in linguistics and in computer science, and I am scheduled to receive my Ph.D. in Linguistics from the University of Pennsylvania in December 20XX. Dr. Cleo Condoravdi supervised my dissertation while I was an exchange scholar at Stanford. Currently, I am a postdoctoral researcher for Dr. Sigrid Beck at the University of Tübingen.

The primary purpose of my current research lies in connecting and unifying a number of research domains under the general heading of distributivity. These domains are: (a) plurals and mass terms; (b) inner aspect and telicity; (c) degrees and measurement. Although some parallels between domains (a) and (b) have been noted previously, much theoretical work considers phenomena in each of these domains separately. Analyses of these phenomena that ignore these connections are therefore exposed to the risk of missed generalizations and duplication of efforts. In the future, I hope to exploit this pattern to develop a compelling assortment of analyses spanning several areas of research.

Productive collaboration even between neighboring linguistic subfields requires a deep mutual understanding of each other's methods and goals. Through Penn's emphasis on a broad curriculum and through my dual background as a linguist and computer scientist, I have had many opportunities to work in interdisciplinary settings. I have enjoyed these opportunities and I look forward to the prospect of such collaborations with faculty and graduate students at NYU. Closer to my own discipline, I have met with Dr. Anna Szabolcsi on numerous occasions. We had the chance to work together as early as 20XX, when I helped her prepare a manuscript for journal submission. Her endeavors to synthesize disparate sources of semantic knowledge, as evidenced in her survey monograph on quantification, remind me of the driving force for my own research; I look forward to the possibility of working with her. I am interested in working with Dr. Chris Barker on combining his insights on the compositional modeling of long-distance semantic dependencies with my observations on the crosslinguistic phenomenon of distance distributivity (Project 2 in my research statement). The New York area is also attractive to me for another reason. Dr. Chungchieh Shan of Rutgers encouraged me to apply for this position. He has frequently published with Dr. Barker on transferring insights between linguistics and computer science. Given my own dual background, I would be delighted to contribute to this collaboration.

My pedagogical experience goes beyond being a teaching assistant at the undergraduate and graduate levels. In joint work, I have also developed an educational software tool for formal semantics. The Penn Lambda Calculator is both a classroom aid and an interactive calculator that provides instant feedback to students. After successful field tests and positive reviews from semantics instructors worldwide, I feel encouraged to use it in courses I will be teaching.

I have enclosed my CV, three writing samples, a research statement, testimonials, and a list of my reference contacts. I look forward to meeting with you. Please feel free to contact me at name@gmail.com, or at (tel) _____.

Thank you for your consideration,

502 W. Main Street #221
Urbana, IL 61801

November 30, 20XX

Dr. John Matthews
Civil Engineering
University of Texas at Austin
Box 19308
Austin, TX 76019-0308

STEM: Researcher and Instructor

Dear Dr. Matthews,

I am writing to apply for the position of Assistant Professor in Structural Engineering beginning Fall 2014, as advertised on your department website. I am currently a doctoral candidate at the University of Illinois at Urbana-Champaign, and fully expect to complete my PhD degree requirements by May 2014. I am extremely interested in obtaining a faculty position at the University of Texas, where I can contribute to its focus on engineering education, continue my research on concrete structures, and lead campus and professional service activities.

My academic training and six years of experience working as a structural engineer prepare me to be an effective researcher and instructor in your department. My doctoral dissertation was conducted in consultation with Prof. John Smith, and examines the use of a relatively new methodology for the design of joints, walls, footings, and other portions of reinforced or prestressed concrete structures. In my research, I developed an integrated design and analysis environment for this methodology in which both strength and serviceability requirements are explicitly satisfied. This was delivered in a computer-based program that is freely available to the community and has been downloaded by more than 2500 people. I am excited to share and continue to explore this methodology and collaborate with your department faculty to expand its potential.

In addition to my dissertation research, other areas that interest me for my future research stem from my goal of developing improved analytical models and methods for design, evaluation, and upgrade of concrete structures subjected to monotonic and reversed loading and structures equipped with passive systems. One of the studies that I have started is the development of a performance-based seismic design method for ductile reinforced concrete wall structures based on yield displacement. I have also worked on evaluation and improvement of accuracy of nonlinear static analysis for seismic design under the auspices of a project from the Applied Technology Committee, a national organization. These are just a couple of projects I plan to continue and grow with the support of the University of Texas.

During my graduate training, I was also fortunate enough to have served as a teaching assistant and occasionally substitute lecturer for an intermediate level course on reinforced concrete design. I found that my professional experience as an engineer provided me with a broad view that is useful in assisting students with projects and assignments. These experiences have built my confidence and an interest in teaching and I look forward to the opportunity to not only teach existing courses, but also work to develop new ones.

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.

Sincerely,
Carol Alexander

Academic Cover Letters

- [Cover Letter Template for Academic and Faculty Positions](#), UC Davis
- [Your CV Should Inform, Your Cover Letter Should Persuade](#), Chronicle of Higher Ed
 - *(Read the second half of the article, which is about the cover letter)*
- [Academic Job Search Cover Letter Sample](#), Purdue Online Writing Lab
- [12 Sentences that Should Appear in Your Academic Job Application Cover Letter](#), University of Washington Graduate School