

EducationCover Letter for One Year Appointment

222 My Street
Lincoln, Nebraska 685xx
March 15, 20xx

Dr. Mary Canary
Department of
Faber College
College Address

Dear Dr. Canary:

I wish to be considered for the one-year position in the Department of...as advertised in the February 27, 20xx issue of *The Chronicle of Higher Education*. I am currently a doctoral candidate (ABD) in (state field) at the University of Nebraska-Lincoln. I will complete all requirements for the degree by May of this year.

Your advertisement mentions teaching responsibilities in the areas of As you will see on my vita, my dissertation and teaching experience have provided me with strengths in these areas. (Explicate in four or five sentences.)

As you will note on my transcript, I have had extensive coursework in the area of.... (This brief paragraph would allow you to show that you are well versed in this area. If applicable, you could relate that you have sat in on courses in the area to broaden your base of knowledge. You might also be able to "name-drop" here if you have studied or worked with a major scholar in this area or have done research with well recognized research materials.)

I have included my vita and am arranging to have a copy of my credentials file mailed to you. Should you require any further materials to consider my application, I would be glad to supply them. My phone number and e-mail address are both listed on my vita. I would be pleased to talk with you further about this position, and I appreciate your consideration of my application.

Sincerely,

Alberta Einstein

Enclosure