

EducationCover Letter for Tenure Line Position

101 Flower Boulevard
Lincoln, Nebraska 685xx
November 15, 20xx

Dr. Pat Smith
Department of Sociology
Name of University
University Address

Dear Dr. Smith:

I am writing to apply for the position of Assistant Professor of Sociology in your department, responding to your notice in the October issue of the American Sociological Association's *Employment Bulletin*. Currently I am a doctoral candidate at the University of Nebraska; my expected graduation date is May, 20xx.

My dissertation examines the issues of (perhaps three or four sentences of explication, noting the topic, methodology, and conclusions drawn).

As noted on my vita, I have had the opportunity to teach a variety of courses during my program at the University of Nebraska-Lincoln. (Do not list all courses you have taught. Mention specific highlights—perhaps a specialized course that relates to your research or an unusual methodology or a teaching award. Again, keep this paragraph to about four sentences.)

My research interests are very parallel to the topics I am covering in my dissertation. (Perhaps state work done with a noted scholar or extensive research done at a well known site. If you have an exceptional publication, you could mention it here as well.)

I believe that I would be an asset to your department, and I welcome the opportunity to discuss this position with you at your convenience. I plan to attend the American Sociological Association's conference in Houston in December, and would be available for an interview then. Please find a copy of my vita enclosed. I am sending my credentials to you under separate cover.

Yours truly,

James N. James

Enclosure