Belinda Applicant

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October 25, 2021

Clark Lee, PhD

Biology Department Chair

Northwestern University

123 Business Rd.

Business City, NY 54321

Dear Dr. Lee:

I am writing to apply for the position of assistant professor in the Biology department, as described on the Northern University website. The opportunity to teach biology appeals to me, and I believe I can be an asset to the department due to my experience as a field biologist, as well as my work as an adjunct professor at Southern State University. In accordance with your job description, I have the following skills:

• Experience lecturing to large audiences

• Experience with learning management systems and course design

• Ability to assist with labs for other professors

• Experience with grant writing and research

I have enclosed my curriculum vitae so you may examine my work and research experience, the papers I’ve published, and my educational background.

I can be reached anytime by email at Belinda.applicant@gmail.com or my cell phone, 555-555-5555. Thank you so much for your time and consideration. I look forward to speaking with you about this position.

Sincerely,

*Signature*(hard copy letter)

Belinda Applicant