

April 1, 2008

Dr. XYZ
Chair, Search Committee
Department of Outstanding Science
XYZ University
College of Sciences
City, State 14853

Dear Dr. XYZ:

I am writing to apply for the tenure-track position at the rank of Assistant Professor in the Department of Outstanding Science at the College of Sciences at XYZ University that is currently advertised in Science Careers Online (or where ever you saw the position advertised or who you heard about the position from).

At this time I am (your current position), in (or associated with) the laboratory of my postdoctoral advisor Dr. 123, in the Department of Microbiology at Very Impressive University. In my work I am studying XYZ phenomenon. 1-2 sentences about WHY this work is important. 1-2 sentences about where you may take this work in the future. You may also briefly (1 sentence) mention teaching experience if you have any.

I have attached my Curriculum Vitae, a statement of research interests, a teaching statement, and the names of several references to this letter. In addition I have requested that several letters of reference be forwarded to you on my behalf. Please feel free to contact me if you require any additional information concerning my application.

Sincerely,

Jane V. Smart, Ph.D.
Posdoctoral Fellow/ or Assistant Professor for Research
Department of Medical Microbiology
Your email address
Tel. Your Telephone #