

October 4, 2011

Dr. Francine Maps
Geography Search Committee Chair
Department of Geography and Anthropology
Famous University, Florida 00090

Dear Dr. Maps and Members of the Search Committee:

Please accept this letter and accompanying documents for the position of Assistant Professor of Geography recently advertised in the Chronicle of Higher Education. I have carefully reviewed the position and believe that my research and teaching experience is a strong match for your position. I am a PhD candidate in the Geography Graduate Group at the University of California, Davis working with Dr. Timothy Tireless and will complete my degree in June 2012.

My dissertation research examines the role of migrant laborers and their families in California and the Pacific Northwest and uses GIS technology to trace the movement of families from the Monterrey, Nuevo Leon region of Mexico through California, Oregon, and Washington, and culminating in reverse migration at the culmination of the harvest season. I argue that recent political events have negatively influenced the migration of both documented and undocumented laborers and seek to prove this theory through the voluntary tracking of families using handheld GPS devices. This research is significant because it builds on the body of research in migration geography and expands these traditional concepts by using GIS data to create complex mapping programs in response to chain migration trends of immigrants. As you will see in my C.V., I recently published an article entitled "Chain Migration from Nuevo Leon, Mexico to Olympia, Washington: a Tale of Perseverance", in the Journal of Migration Studies. In addition, I am in the process of completing a manuscript exploring the formation of migrant communities in California's Central Valley which will be submitted to the California Geographer in early November.

The Center for Immigration Studies in the Geography Department at Famous University has a renowned history of examining similar themes and I believe my research would also mesh well with migration projects currently being conducted by Dr. Rivers in the Caribbean and Dr. Dunes in the desert southwest. My expertise with GIS would make me a unique fit and build upon your advertised goals of introducing undergraduate students to GIS and expanding your research program for graduate students.

As an associate instructor, I have had the privilege of teaching an upper-division course on the Geography of Migration. As the sole instructor for this course, I designed and delivered the lectures and created all of the materials and exams for the course. I also supervised teaching assistant and a reader. As a teaching assistant, I have also had the opportunity to teach 3 course- Introduction to Cultural Geography, Cultural Ecology and Geographical Information Systems for a total of 7 quarters. I am comfortable teaching large lecture classes and have had the opportunity to give guest lectures to Cultural Ecology classes with over 100

students. I thoroughly enjoy teaching, and in reviewing your catalog, I would welcome the opportunity to teach Advanced Geographical Information Systems, Cartography and Mapping, Labor Migration Patterns in Florida and any of your introductory geography courses. I would also be delighted to develop upper division and graduate-level courses in my areas of specialty including GIS and Migration Patterns and Analysis of Global Human Migration Trends.

In addition to my research and teaching experiences, I am experienced in guiding undergraduate students in research. I have personally trained two undergraduate research assistants and I have published a paper with one of them. This same student was recently accepted into a graduate program at the University of Washington. I believe my experience in mentoring these students will help serve as a foundation for developing my own research program.

I have enclosed a copy of my C.V. and research statement. I have requested letters of recommendation from Dr. Timothy Tireless, Dr. Susah Wu, and Dr. Silvia Morales which should arrive shortly. I would be happy to provide any additional materials if needed. I believe my research and teaching experiences and interests make me a unique fit for this position and I welcome the opportunity to discuss my qualifications further. Thank you for your consideration of my application.

Sincerely,

(Signature here)

Your Name
Your Snail Mail Address
Your Email Address
Your Phone Number

Enclosure

Cover Letter for a CSU Institution Position

September 15, 20XX

Dr. Barbara L. Gonzalez
Chemical Education Search Committee, Chair
Department of Chemistry and Biochemistry
California State University, Fullerton
PO Box 6866
Fullerton, California 92834-6866

Dear Dr. Gonzalez:

Please accept this letter and accompanying documents in response to your advertisement for a faculty position in chemical education as posted on your department's website. I am currently pursuing my Ph.D. in chemistry at the University of California, Davis, under the supervision of Professor Michelle Chemist, and my degree will be completed by June 20XX. I am especially attracted to this position because of my passion for teaching/ mentoring students, and my interest in guiding student research at the undergraduate and master's level.

I am particularly interested in a faculty position at a teaching- focused university. As an alumnus of the CSU system (Cal Poly, San Luis Obispo), I know that this is the right fit for me. I have extensive teaching experience in a variety of courses that cover general chemistry, organic chemistry, upper division electives, and even graduate-level courses. In total, I have taught nine different courses and over 550 students. Many of the discussion sections I have led were not simply a review of lecture material, but rather a supplement to the lecture with new concepts that students were responsible for on homework, quizzes, and examinations. Further, I have experience writing homework sets, quizzes, and exam questions, and I am fully capable of developing course curricula.

With my background and experience, I particularly excel at teaching organic chemistry courses and thus would prefer to teach Chemistry 301A, 301B, 302, 306A, 306B, 431, 535, 537, and 539. However, I am qualified and eager to teach general education, general chemistry, biochemistry, and science education courses as well. If possible and pending student interest, I would also be interested in developing combinatorial chemistry and/or medical chemistry courses.

In addition to teaching, I look forward to developing an active research program with undergraduate and graduate students. By the time I start at Cal State Fullerton, I will have conducted graduate level research for six years, covering many areas of organic chemistry. Thus I intend to develop a chemical education program of interest students in organic chemistry, as well as students in education. My research will cover two areas: developing "greener" versions of chemistry lab experiments (undergraduate and MS chemistry students) and studying advantages/ disadvantages of online chemistry content and courses (MAT-S students). I hope to work closely with current faculty in designing my research to focus on projects that they would be willing to implement in their own classroom.

In addition, I already have experience guiding students in their research. I have personally trained and mentored four undergraduates and one graduate student, and I have published one paper with an undergraduate as the lead author. One of my former undergraduate students recently joined the graduate program here at UC Davis, and another is currently pursuing his Ph.D. at the Scripps Research Institute. I anticipate two more publications with undergraduate co-authors before I finish my doctoral studies. I believe this is an excellent foundation for developing my own research program.

I have requested letters of reference from Professors Michelle Chemist, Lee Organic, and Aggie Davis which should arrive separately. I can provide additional letters, course evaluations, and student comments upon request. Please do not hesitate to contact me if you require these or any other additional information. Thank you for your consideration of my application, and I look forward to hearing from you.

Sincerely,

(Signature here)

Alice B. Applicant
800 Orchard Park Drive
Davis, California 95616
(53) 000-0000
abapplicant@ucdavis.edu

Enclosures: *Curriculum Vitae*

Plans for Undergraduate Research

Statement of Teaching Principles and Philosophy

Students Evaluations and Comments

Comments – In this otherwise effective letter, the author leaves out a discussion of her dissertation research. The institution focuses on teaching but expects (and requests) a research plan. Should she eliminate some of the other content in favor of research discussion?

16 November 20XX

Professor XXXXXXX
Neurobiology Search Committee
Teaching College
Anytown, CA 98765

Dear Dr. XXXXXXX:

I am writing to apply for this position of Assistant Professor of Biology as advertised in the *Chronicle of Higher Education*. I am currently a doctoral candidate in Biology at the University of California, San Diego and will finish in the spring of 20xx. During my years at UCSD, I have had the opportunity to work in both the laboratory and the classroom and it was in the classroom that I found my true calling. I am committed to the goals and values of Teaching College: to instill in students a love of learning and a respect and appreciation for others that they will bring to our society at large.

I am foremost an educator. I love to teach, encourage, and help others achieve and succeed. In fact, I am the first student in the history of the UCSD Biology Division to receive three teaching assistant awards: one for each class I assisted with. These awards were based on the highly complementary feedback and evaluations I received from students and colleagues, a sample of which I include as a supplement to this application. I have extensive experience, through working closely with courses instructors as a teaching assistant with the duties associated with teaching a course. In addition, I plan to teach my own biology courses at a university of college in the San Diego area in the spring and/or summer of 20XX.

I am eager and qualified to teach any course on biology from the molecular to the organismal level. I have a particularly strong background in neuroscience for several reasons. Firstly, my research focuses on subjects central to neuroscience such as calcium signaling and ion channels, which is reflected by the presence of two prominent members of the Neuroscience community on my thesis committee: XXXX and XXXX. Having a keen interest in neuroscience, I have taken several courses on the subject, including two graduate courses, and conducted two short research (rotation) projects in Neuroscience labs. Furthermore, my wife is a graduate student in Neurosciences at UCSD and many of her colleagues are my close friends and scientific collaborators: one is a coauthor on a manuscript I am currently preparing for submission. I also have a strong understanding of fundamental subjects in biology such as molecular biology, cell biology, genetics, and biochemistry.

Carrying out the mission of Teaching College outside the classroom as an advisor to students and an active member of the college community is also an opportunity I relish. Through these activities I believe I can help students receive the most from their education. I have advised many high school and undergraduate students on educational, career, and life decisions. I have served on planning committees at UCSD, and as part of a team that included other graduate students, faculty, and staff, instituted significant, lasting improvements into the recruitment process for new Biology graduate students. I am committed to the cause of

greater educational achievement for groups that are underrepresented in higher education and have participated in several conferences with that focus, including the Annual Biomedical Research Conference for Minority Students, the National Conference of the Society for the Advancement of Chicanos and Native Americans in Science, the UC Leadership Excellence Through Advanced Degrees Research and Leadership Symposium, and the UCSD Faculty Mentor Program Research Symposium. I have also served for the past two years as mentor to Abby Rhode, an inner city high school student, through the UCSD Upward Bound Mentor Program, and for the past five years have been helping to teach a three-day, hands-on genetics course to middle school students in the San Diego area with the Salk Institute Mobile Science lab.

My research goal is to establish a program that will involve undergraduates in captivating, relevant, multi-faceted, and contemporary research. My primary interest is signal transduction, and I propose to conduct research on carbon dioxide signaling in stomatal guard cells of the model plant *Arabidopsis thaliana*. I have already had the pleasure of mentoring several undergraduate students in this research and have seen that it is ideal for young scientists. *Arabidopsis* is an easy organism to work with, has well developed cellular, molecular, and generic techniques, and simple assays in guard cell signaling can yield significant and exciting results. Students are particularly drawn to the human interest of the research, as it studies the effect that the rapidly escalating carbon dioxide levels in our atmosphere caused by human activity will have on our natural and agricultural ecosystems. I have extensive research experience in many areas and can easily modify my research program to suit the needs of the Biology Department.

Finally, I look forward to settling down with my wife and baby in Anytown, which has been a dream of ours ever since we attended Anytown University together as undergraduates. During our time at Anytown University I came to appreciate the high quality of education and students at Teaching College and I look forward to teaching at a women's liberal arts college with focused and motivate students. I hope to begin a wonderful career at Teaching College. I have included all requested application materials in this package and also include student evaluations. In addition, my references are sending letters in support of my application. Thank you for your consideration.

Sincerely,

Jacob I Teach