[Electronic Letterhead]

[Date]

[Title of Field] Search Committee

Department of English

[College or University]

[Address]

[City, State Zip]

To the members of the Search Committee:

I am writing to apply for the [title] position in [field] at [school], as advertised in the [source]. I currently serve as a [title] of [field] at [school]. The broad scope of my research has enabled me to design and teach a wide variety of courses on [genres] of the period, including courses on [list of four topics courses]. I have also taught [field] as a graduate seminar, and have mentored several undergraduate honors theses and other extended research projects in [field].

In my dissertation, [title], I examine the [basic idea]. I argue that [intervention in field]. In later chapters, I address [applications to specific authors].

In recent years, I have presented numerous oral papers on [field] at meetings of the [major professional organizations]. While at the City University of New York, I [ran discussion groups for young scholars]. I would be eager to participate in or help facilitate a community like this [at school or in city area].

As a [title] at [post-grad positions], I have [describe service and teaching since graduating]. [Basis of teaching/service philosophy as related to scholarship].

[Description of specific teaching methods I use and their implementations.]

[Description of mentoring relationships and student success in pursuing graduate study and extended research, especially in obtaining grants and fellowships.]

[List of current articles under consideration, projects in development, progress in getting contract on diss book, work done toward second book].

I have also attached [other documents requested]. [Letters on their way?] Please feel free to contact me with any questions. Thank you for your consideration.

Sincerely,

[scanned signature]

[My Name]