

0000 Xxxxxx Road
City Road, USA 00000

November 10, 20XX

Mr. Ralph Xxxxxx
Student Affairs Administrator
Peppertree University
978 Winslow Street
Any Town, USA 99999

Dear Mr. Xxxxxx:

I located your posting on CareerBuilder.com for employment as a Philosophy Instructor at WorWic Community College in Salisbury, MD. I'd like to apply for that position and if possible, meet with you in person to talk about my experiences at Salisbury University where I was a philosophy student, and my experiences at College Park, MD where I obtained my master's degree in Philosophy. I believe my academic and related experiences makes me qualified to move to WorWic and have an immediate impact on the Philosophy Department.

While an undergraduate student at Salisbury University, I was very active in research with my faculty members. I was selected by the philosophy faculty members to present at the nationwide Undergraduate Research Conference which was held at Salisbury University. My topic, "Understanding Cultural Difference in Language" received a first place distinction in the social sciences topic areas. In addition, one SU faculty member chose me to conduct extensive research on "College Student Values-Where Do They Come From?" He utilized this research to publish a journal article that was cited.

As a master's level student at College Park, I taught an undergraduate Philosophy 101 class. I taught three sections and each section had 60 plus students. This experience was invaluable because the students truly made me define who I am and what my values are. This class also helped me understand that teaching at a college level is my true passion and I feel very comfortable in this environment. If selected for this position, I will bring an enthusiastic, positive approach to the department.

Please call 000-000-0000 for an appointment that works for your schedule. I look forward to meeting you and hope to do soon. I promise that if you hire me I will do my utmost to enhance the school's reputation and to give students an appreciation of the study of philosophy. Thank you for reading this cover letter and for taking time to consider me.

Sincerely,

Xxxx Xxxxxxx

Enc: resume and cover letter