

## Sample Letter of Application

21 College Street  
Any City, State 12345  
May 20, 2003

Search Committee  
Department of English  
University of Oregon  
Campus Box 449  
Eugene, Oregon 97403

NOTE: The letter style is a simplified business letter format. Use this style when names of contact people have not been included in the advertisement. This style eliminates both the salutation and the complimentary closing.

Please consider me as an applicant for the assistant professorship in Chinese Literature in the Department of East Asian Languages at the University of X, that was announced in the March Job List of the Modern Language Association. Currently, I am a candidate for a Ph.D. in Modern Chinese Literature at the University of Z. My dissertation, "The Role of Strong Women in Song Dynasty Literature," focuses on China's literary use of women to achieve political rebellion in urban China during the time period between 1800-1900. Research for the dissertation was begun with Professor XYZ, during my year at Y University as a R.B. Cann Literary Fellow. My dissertation advisor at Z University is Professor K. Jos-Kerus.

Get to your point at the very beginning. Reveal your purpose and interest. Identify the position applied for and where you found the position opening.

I chose to include Chinese female authors as one area of my comprehensive exams because I am genuinely interested in the teaching of modern literature. My experiences, which are highlighted on the enclosed CV, include both teaching and research in this area. As a teaching assistant in the Chinese Program at University of Z, I was responsible for all aspects of a required freshman courses, including instruction and grading as well as individual conferences and student advising. As a part of a federal grant administered by Professor XY and Z, my current responsibilities include compilation of an annotated bibliography and review of the literature pertaining to methods of teaching modern Chinese literature.

Outline your strongest qualifications that match the position requirements. Provide evidence of your related experiences and accomplishments. Make reference to your enclosed curriculum vita.

My complete dossier, including the three letters of recommendation requested in the advertisement, is being forwarded to you from the Placement Center at Z University. If there are additional application materials to be completed or if writing samples are desired, please contact me. If interested, writing samples, a dissertation abstract, and descriptions of courses taught and performance evaluations may be viewed on my web-based portfolio at [www.doe/portfolio.htm](http://www.doe/portfolio.htm).

Take the lead in suggesting an action plan. Request an interview and indicate that you will call during a specific time period to discuss interview date possibilities.

I would welcome the opportunity to discuss this position with you in person and can make arrangements for an interview at your convenience.

(Signature)

Jane Doe

Express appreciation to the reader for his or her time and consideration.

(Enclosure)

## Sample Letter of Inquiry

954 11<sup>th</sup> Street  
Any City, State 12345  
May 15, 2003

W. Williams, Ph.D.  
Chair, Search Committee  
History Department  
X College  
P.O. Box 24567  
City, State 54321

Indicate your interest at the beginning and reveal your sources of information (name specific individuals, if possible).

Dear Professor Williams:

The purpose of this letter is to inquire if vacancies are anticipated in the History Department at X College for which I might be considered. My course work for the Ph.D. has been completed at Y State University and I am currently in the final stages of my dissertation.

Outline your strongest qualifications—focus on broader occupational and/or organizational dimensions. Make your qualifications match the desired environment.

I am genuinely interested in the teaching of writing and I chose to include expository writing as one area of my comprehensive exams. My master's program at Y University and my doctoral studies have provided a broad and rich background in historical literature. I am qualified and interested in teaching survey courses in both European and American history and upper-division courses in European history from World War I on.

As you will note from the enclosed CV, my teaching experience has concentrated on the development of speaking and writing skills. As a teaching assistant in the history program at Y State University, I was responsible for all aspects of a required freshman course, including instruction and grading as well as individual conferences and student advising. Last year I was selected to serve as a research assistant with Professors R. Jackson and K.L. King in the implementation of a federally funded grant to introduce a new undergraduate program in expository writing.

Market yourself: convince the employer that you have the unique characteristics and motivation to contribute to this particular organization.

As a graduate of Z College, I have particular interest in working with undergraduates in a small liberal arts environment. If teaching openings are anticipated, I could easily arrange to visit with you at the national conference or at a time and place convenient to you. A self-addressed stamped envelope is enclosed if application materials are available. If interested, writing samples, a dissertation abstract, and descriptions of courses taught may be viewed on my web-based portfolio at: [www.doe/portfolio.htm](http://www.doe/portfolio.htm). My dossier and supporting documents will be sent upon request.

Take the lead in suggesting an action plan. Request an interview and indicate that you will call during a specific time period to discuss interview date possibilities.

Sincerely yours,

(signature)  
Jane Doe

Enclosures

Express thanks to the reader for his or her time and consideration