

[Below is a sample template of a cover letter for an application for a job in Philosophy. In general, it is important to be brief and to the point. Your dossier will do the talking for you; the cover letter is an opportunity to introduce yourself and highlight a few specific aspects of your dossier. You should be able to use the same basic letter with shifts in emphases tailored to the interests and needs of each school to which you apply. Try to keep the letter to a single page.]

{Date}

{Address of Department to which you are applying.}

Dear {whenever possible, write to an individual rather than “To Whom It May Concern”}:

{The first paragraph should clearly indicate the position for which you are applying, where you found the advertisement for the opening, and what you are including with the cover letter.}

**Some possible wording:**

In response to your advertised position in volume 951 of the *Jobs for Philosophers*, please accept my application for the position of Assistant Professor of Philosophy with an area of specialization in {insert your AOS}. As requested, I have enclosed a copy of my CV and a writing sample and arranged for the delivery of letters of recommendation and my graduate transcript. Three letters of recommendation will arrive under separate covers from Professor X, {insert title and university affiliation}, Professor Y, {insert title and university affiliation}, and Professor Z, {insert title and university affiliation}. I have also included a copy of my teaching portfolio.

{The second paragraph should briefly highlight your specific qualifications for the particular job for which you are applying. Be sure to emphasize those dimensions of your dossier you think would be particularly appealing to the prospective employer. This needs to be based on your research of their department and faculty.}

**Some possible wording:**

Since graduating from the Pennsylvania State University in 2004, I have established a solid reputation for excellence in scholarship and developed a strong publication record in highly respected peer-reviewed journals. I have published articles in peer reviewed academic journals/presented papers at (inter)national conferences addressing the thinking of a broad range of philosophers including: {insert names of relevant thinkers}.

{A third paragraph might highlight your qualifications as a teacher. Depending on the position and the extent to which teaching is of primary importance to it, this paragraph will need to be adjusted accordingly.}

{A final paragraph should announce your availability for an interview and include a closing comment.}

**Some possible wording:**

I look forward to the opportunity to meet with the search committee in person. I will be available for an interview at the Eastern Division APA meeting in December. Thank you for your consideration.

Sincerely,

{Your Name and degree}  
{Your Affiliation}