

Academic Cover Letter

Cover letters always accompany your CV when applying for positions. The purpose of the cover letter is to introduce yourself and provide focus for those reading your application materials. An academic differs from a typical one in length and content. It may be 1.5-2 pages long, particularly if separate research and teaching statements are not requested to supplement it. It should describe outstanding accomplishments in relevant areas of work, such as research, teaching, departmental service, etc.

GETTING STARTED

- Research the position and characteristics of the university for which you are applying. Consider the skills the employer requires and experiences where you have demonstrated these skills.
- Demonstrate your ability to communicate effectively.
- Customize the body of each letter to match the position to which you are applying.
- Write to persuade. Sell yourself and your accomplishments to an employer through specifics.
- Expand on (do not repeat) the sections of your CV and highlight how you can contribute to the organization.

GUIDELINES & TIPS

- White Paper
- Black and White text
- Standard fonts (Arial, Times New Roman)
- Font size: 11 minimum
- Margins: 0.75" minimum
- Length: 1-2 pages
- Use same title block as on your CV
- Write for a general audience. Consult with people in your field before using technical language and jargon.
- Proofread and edit: Have your cover letter reviewed by professionals in your field as well as staff at the Career Resource Center. Log into Gator CareerLink at www.crc.ufl.edu, and click "Request a Career Planning Appointment."
- Related resources are available at ChronicleVitae.com, InsideHigherEd.com, and [Purdue OWL](http://PurdueOWL) (owl.english.purdue.edu).

TYPICAL FORMAT

Opening Paragraph

- State the position you are applying for (use the title from the job posting, and job number if applicable).
- State how you found the position and if you were referred.
- Introduce yourself: who you are, what your field of study is, what school you are attending, describe your interest in the position, and outline the skills you bring to the job.

Middle Paragraphs

- Discuss your strongest qualifications and interests which align with the employer's needs.
- Describe how you can contribute to the mission/values of the organization.
- One paragraph should discuss your thesis/dissertation and other significant publications focusing on what your research accomplished, methodology utilized, and the implications of your work for the field. Explain your work's relevance to where you are applying.
- Include a paragraph addressing future research or intended mentoring of student research.
- Include up to two paragraphs on your teaching philosophy, style, and accomplishments, with specific examples, avoiding hyperbolic language. Similar information may be requested in a separate 1-2 page document as well.

Closing Paragraph

- Mention if you will be attending major relevant conferences soon, which may provide an opportunity to meet.
- Offer additional documents that were not requested already, such as a teaching statement, more thorough research and funding plan, letters of recommendation, etc.
- Summarize why you should be considered and what you can offer. This is a final sales pitch.
- Thank them for their time and restate your interest in the position.
- State how the employer should contact you. Even though this information is listed on your resume, list a phone number and an email address here.