

Sample Cover Letter for an Advertised Faculty Position

Candidate's Address

Date

Spanish Search Committee

Department of Foreign Languages and Literatures

Large University

Address

To the Search Committee:

I am writing in response to your notice in the October *MLA Job Information List* for the position of Assistant Professor of Spanish. With the support of a Mellon fellowship, I am currently finishing my dissertation at the University of X under the direction of Professor Name, and anticipate graduating at the end of this academic year. Because of my extensive coursework and specialization in Latin American literature, my interest in interdisciplinary and cultural studies, and my commitment and success in teaching undergraduates, I feel that I would be an excellent candidate for the position you describe.

The position description indicates that you are seeking a specialist in Contemporary Latin American literature. Although I have a solid background in many areas of Latin American and Peninsular literature, my principal area of interest, as well as my recent research, has been in the field of twentieth-century Latin American literature and culture. My dissertation, entitled "Delinquency and Detection: The Neopoliciaico Genre in Cuba and Mexico," treats the detective novel after 1972, as both cultural construct and ideological tool in these dissimilar post-revolutionary societies. After analyzing the prevailing influence of Anglo-American models, the contributions of Borges and other Southern Cone writers, and the cross-influence of the Spanish neopoliciaico, I use criticism by Jameson, Sontag, Homi Bhabha, Luis Rogelio Noguerras, Carlos Monsivais and others to examine the mechanism of control-and resistance-embedded in what has been termed a popular genre. Portions of the dissertation that I have presented at conferences have been well-received, and I anticipate developing the topic further after graduation. My other research interests include nineteenth- and twentieth-century travel literature, superstition in early twentieth-century Argentine literature, Regionalist narrative and contemporary Mexican literary movements. An undergraduate degree in Political Science, in addition to recent research trips to Mexico and Cuba, also contributes to my preparation as a teacher of contemporary Latin American literature and culture.

As my vita includes, I have taught Spanish at all basic undergraduate levels in addition to serving as placement counselor for both French and Spanish. My preparation includes training in the ACTFL proficiency program and communicative language instruction, coursework in applied linguistics and pedagogy, and extensive research and design of computer-aided language learning (CALL) tools. Anonymous evaluations by my students

over the years have been consistently enthusiastic, stressing my knowledge of the material, accessibility, and effectiveness in teaching. As a member of the academic community at the University of X, I currently serve as the faculty-student liaison for the Spanish Graduate Group, in addition to organizing last year's annual graduate colloquium and my ongoing work as assistant to the editors of the *Hispanic Review*.

I am committed to staying in the Delaware Valley area, and it would be quite easy for me to come to your campus for an interview should you decide to consider my application. I would also be glad to meet at the December MLA Conference if that is convenient. My curriculum vitae is enclosed, with copies of my transcript and letters of recommendation to follow under separate cover. Because the position description stresses commitment to teaching, I am sending an additional letter of recommendation that specifically addresses my teaching skills. Please contact me if any further information is required. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

A.S. Candidate

Sample Cover Letter for a Business Position

Candidate's Name
Candidate's Address
Candidate's E-mail Address

Date

Name
Large Consulting Company
Address

Dear Mr. Name:

John Name at the University of X' Center for Technology Transfer suggested that I contact you about career opportunities at Arthur Andersen. I have an advanced education in physics which has provided me with superior creative problem solving skills and analytic and conceptual abilities. I have also developed my communication and business skills through leadership roles in student government and an internship in technology transfer. Though my work in physics has certainly been challenging, I am now interested in similarly challenging work with more impact. I would like to bring my communication skills, creative problem solving ability and my extensive leadership experience to Large Consulting Company to provide measurable positive impact for Large Consulting Company's clients.

With my background in physics, I am certainly comfortable and knowledgeable about technology. In fact, in my current internship at the University of X's Center for Technology Transfer, I analyze the commercial value of new technologies, and their market potential, and then market the technologies to target companies for possible licenses. My computer technical experience includes the design and implementation of the complete computer automation and data acquisition system for an x-ray scattering laboratory, and the re-engineering of the computer systems for my current laboratory.

This experience in technology may make me an ideal candidate for a position in the business consulting/information technology practice at Large Consulting Company. However, I would welcome the opportunity to discuss the possible fit between my skills and the needs of any position in your business consulting. I will call you in the next few days to see if we can arrange an interview.

Sincerely,

Vijay Applicant