

Academic Cover Letter Template: Teaching-Focused Lectureship Post

by Dr Catherine Armstrong

This template is suitable for use by a candidate who has experience of teaching at a Higher Education institution but who has not got a PhD.

<Include your address

and phone number

and email address here>

<Date>

Application for position of

Dear ,

<In the first paragraph introduce yourself generally and list your reasons why you should be considered for the job, so, for example:>

I would like to be considered for the above position and hope to demonstrate how much I could bring to it. My research and teaching interests fit extremely well with the requirements of this post and with existing members of staff. I have extensive teaching experience in the *department of x at university y*, most of it focused on *<name a field relevant to this job>*. My work provides a useful link between *<name two related fields>* in the department, encouraging research and teaching collaborations.

<Move on to discuss your research expertise and publishing record in the second paragraph>

I was awarded my Masters by the *x department at y university* in *<give date>*. My research developed out of that interest. My first project was entitled *<give title>*. In it, I explore *<write 150 words or so of explanation about your project. What did you look at, what was your methodology, what were your findings and what makes your work unique and original>*. My publication record is excellent. *<List any monographs and major peer-reviewed articles>*

<In the next paragraph discuss your future research plans>

<Now move on to teaching experience>

I have *x number of years'* teaching experience on *<list module names>*. As required I would be happy to contribute to undergraduate and postgraduate modules of both a research-led and a methodological nature. *<Suggest some possible new modules that you could offer. Give titles and a one-sentence description of what they are about and at which level of student they are aimed >*.

I am also aware of the importance of the pastoral care of students and take the role of tutor very seriously. I am experienced in liaising with colleagues to help students with a variety of problems. *<Give details of particular pastoral care you have offered or student-focussed work you have done>*.

<List any administrative posts you have held, such as unit leader, admissions tutor etc and the skills you have gained from that experience>.

<Now list in detail any other factors you believe will make you attractive and show you lead a full and active academic life, e.g. conferences, editing journals etc.

To summarise, I fill the criteria of the person specification thus: *<here is your chance to end on a snappy note, directly comparing yourself to the requirements listed in the job advertisement>*

NB:

A recent report on Trends in Global Higher Education by Philip Altbach says that as many as half of all university lecturers do not have a PhD.
<http://unesdoc.unesco.org/images/0018/001831/183168e.pdf>

However, many job specifications (in the UK's pre-1992 universities, at least) say the employers require a completed or nearly completed PhD. If you do not have one then you will have to emphasise that you have a great deal of personal experience working in an academic environment that makes up for the lack of this qualification.

<Finally, ask explicitly to be interviewed>

I would be grateful for the opportunity to demonstrate my capabilities further at interview. I look forward to hearing from you.

Yours sincerely,

<your name>