

New York Social Science Job Market Workshop

Templates for Cover Letter, Research Statement, Teaching Statement

Cover Letter Template (2 pages max)

DATE

NAME OF SEARCH COMMITTEE CHAIR (or department chair if you don't know)
Chair, Department of X
Y University
ADDRESS 1
ADDRESS 2

Dear [CHAIR] and members of the search committee,

I am writing in application to the advertised Assistant Professor of [position title] position (HR position number so that it gets to the right committee) in the Department of X at Y University. I am a [PhD candidate/ postdoctoral fellow] in [field] at [your current university]. IF STILL PHD CANDIDATE ADD: I am scheduled to defend my dissertation in MONTH/ YEAR.

In your posting, you mentioned that you are searching for candidates who will conduct research in A and teach courses in B. As you will see in greater detail in my research statement, my research focuses on [brief description of your work as it relates to this specific posting].

Overall, I have # lines of research that examine [150 word abstract of your research program]. IF YOU'VE RECEIVED FUNDING FOR THIS WORK, briefly mention that here – particularly if applying to research institutions (e.g., I have received \$\$ in funding for this research and have plans to continue this funding stream after I become an Assistant Professor). Details about each line of research, results founds (both published and unpublished), and plans for future directions, are available in my research statement.

With respect to teaching, at the graduate level I am prepared to teach X, Y, and Z. At the undergraduate level, I am prepared to teach A, B, and C. My teaching experience includes [say what qualifies you to teach the classes you mentioned, including class sizes you've taught – large lectures, small seminars, etc.].

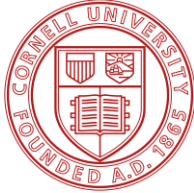
Paragraph on why you want to work at *this particular institution*. Who is there that you'd like to have as a colleague (and why)? Do you have connections to the area (e.g., family)?



I have enclosed my vita, statements of research, teaching, diversity (an increasing number of schools are asking for this); my letters of reference will be submitted by Persons A, B, and C. I am available via email (email address) and/or telephone (phone number) to answer any questions directly. Thank you for considering my application.

Sincerely,

Full Signature



Research Statement Template (generally 3-5 pages)

Overall abstract of your research program.

Specific Research Line 1

Description of line of research, what you've found (including citations to published work)

Main takeaway from this line of work at this point in time

Future directions for this line of research

Specific Research Line 2

Description of line of research, what you've found (including citations to published work)

Main takeaway from this line of work at this point in time

Future directions for this line of research

Funding My Future Research

If you're applying to a research university, you should probably say something about how you plan to get funding.

Conclusion



Teaching Statement Template (1-2 pages for research universities, longer for teaching universities)

What is your philosophy on teaching – what do you want students to take away from your courses.

How do you structure your courses to achieve these teaching goals.

Examples from previous courses you've taught.

Summary.

Insert teaching evaluations if you have them.