

Professor cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Members of the Selection Committee,

I am applying for the post of Professor in the Department of Biotechnology. I am currently an Associate Professor at a state university in Maharashtra with fourteen years of teaching and research experience, and your institute's investment in a new genomics facility closely matches the direction of my research group.

My work focuses on plant stress biology, with 38 peer-reviewed publications and three externally funded projects from national science agencies as principal investigator. Six PhD scholars have completed their degrees under my supervision and four are currently enrolled. I teach molecular biology and bioinformatics at the postgraduate level, and I redesigned our M.Sc practical course so that students complete a short independent research project in their final semester. As the department's IQAC coordinator, I also led documentation for our most recent NAAC assessment.

If selected, I would like to establish a collaborative programme with agricultural universities and strengthen the department's doctoral pipeline.

I can join after the three-month notice period required by my university, and my application will be forwarded through proper channels. My detailed CV, API score sheet and research statement are enclosed.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Members of the Selection Committee,

I wish to apply for the post of Assistant Professor in the Department of Electronics and Communication Engineering at [Organisation name]. I have recently submitted my PhD thesis on low-power VLSI design at a state technical university, and I am keen to join a department that is building strength in embedded systems and chip design.

My doctoral work has resulted in four publications, three in Scopus-indexed journals and one at an international conference, and I qualified GATE and UGC-NET before starting my research. As a teaching assistant for five semesters, I conducted digital electronics and microprocessor labs for batches of about 60 students and handled tutorial sessions for the signals and systems course. I also helped my department prepare course outcome mapping documents for its NBA accreditation visit.

I would be able to teach core courses in digital design, VLSI and embedded systems, and to guide final-year projects in these areas.

My thesis defence is expected within three months, and I can join at the start of the next semester. I have enclosed my CV, list of publications and teaching statement for your consideration.

Regards,
[Your name]

BEFORE YOU SEND IT

- Quote the advertisement number, department and post in the subject line, and show your eligibility under UGC norms, such as NET, SET or a PhD, in the first paragraph.
- Summarise publications, funded projects and PhD guidance in two or three lines, then point the committee to your enclosed publication list rather than reproducing citations.
- If you already work at a government or aided institution, mention that your application will be forwarded through proper channels and state your notice or relieving period.
- Keep the letter to one page and enclose a CV, teaching statement and API score sheet where the advertisement asks. Link your faculty website or research profile page.