

**I am writing to apply for** the position as assistant professor of Applied Chemistry...

**As my curriculum vitae shows, I have had** excellent opportunities to teach a variety of Mineral Chemistry courses...

**I have also worked** as a researcher at X institute....

Instructing students on an individual basis as a tutor in our university lab **has been / is** one of the most exciting experiences for me as a university professor.

**Even as a classroom instructor, I find that** I always look forward to the individual conferences that I **hold** with my students several times during the semester because I believe this ....

**I argue** that these more recent theoretical models, **while promising**, cannot have the intended effects on ....

After developing my dissertation into a book manuscript, I plan to continue my work in the field of ...

**Having developed my dissertation into a book manuscript,** I plan to continue my work in the field of ...

Having (Past Participle) .... + Subject + Verb + .....

**My interest** in the computer classroom **has grown out of** recent experience teaching some basic computer skills ....

**In these courses**, my students **have used computers** for writing and turning in notes and essays, communicating with one another and with me, and ...

I **have encouraged** my students **to think and write critically** about their experiences with technology....

**Syllabi** and other materials for my Philosophy Courses **can be viewed** at my website: <http://mmmmmmm.ppppppp.edu/~name>.

I **have included** my **curriculum vitae** and **would be happy** to send you additional materials such as reference letters, teaching evaluations, and ...

I **will be available** to meet with you for an interview at ..... , or elsewhere **at your convenience**.

I **can be reached** at my home phone number every day from 4 – 8 p.m.

You **can reach** me **at** (123) 456-7890.

I thank you for your **consideration** and **look forward to hearing** from you.