

Your Name
Department or Institution
City, Country
you@example.com
September 12, 2026

Search Committee

Department Name
University or Institute
City, Country

Dear Members of the Search Committee,

I am writing to apply for the **Position Title** at **Institution**. My research focuses on [brief field or topic], with particular experience in [methods, facilities, or collaborations].

My recent work has addressed [one or two concrete scientific contributions]. I am especially interested in this opportunity because [specific connection to the institution or group].

In addition to my research program, I value collaborative science, mentoring, and clear scientific communication. I would welcome the opportunity to contribute to your department and to develop new collaborations.

Thank you for considering my application. I have enclosed my curriculum vitae and supporting materials and would be pleased to provide any additional information.

Sincerely,

Your Name