7th July 2009

Dr. John White  
Department Head, Languages Department  
Duke University  
Durham, NC 34921

Dear Dr. White:

I am writing to apply for the position as the assistant professor in Personality Psychology that you advertised in the July MLA Job Information List.

Attached herewith is a copy of my curriculum vitae. I am currently taking up my doctorate studies in Counseling Psychology in the Hampton University, and hopefully, I’ll finish my degree this school year. I am currently working as a research associate in the same university. I also have teaching background in Psychology as I have worked as a teaching mentor for new graduate students. This position is involved in methods of teaching composition, development of course topic and materials, and evaluation of students’ status in the university.

I have included a copy my resume and I would be delighted to send you additional supporting documents about my credential if you wish. I can send you a copy my study, thesis and dissertation, teaching evaluations and proposed syllabi for courses in Abnormal Psychology. I can meet you for an interview in your office or anywhere convenient to you any day and any time this week and the following week. You can call me at (515) 555-6293. Thank you for the consideration and I look forward to hearing from you and working for your university.

Sincerely,

Kath Eden