

Academic Position Referral Letter Template

Subject: Application for [Position Title] - Referred by [Referrer's Name]

Dear Search Committee Members,

I am writing to express my interest in the [Position Title] at [University/Institution Name], as recommended by [Referrer's Name], [Referrer's Title] in your [Department]. Dr. [Referrer's Name] suggested that my research background and teaching philosophy would be an excellent match for your department's needs.

My doctoral work in [Field] at [University] focused on [research area], resulting in [publications/outcomes]. Since completing my Ph.D., I have [postdoc/teaching experience] where I have [relevant accomplishments]. Dr. [Referrer's Name] is familiar with my work through [conference presentation/collaboration/mutual research interest] and specifically encouraged me to apply given the department's emphasis on [relevant focus area].

My research interests align closely with your department's strategic priorities, particularly in [specific area]. I have [specific experience/skills] that would contribute to both the undergraduate and graduate programs. Additionally, my commitment to [relevant aspect - diversity, community engagement, interdisciplinary work] reflects the values I understand are important to your institution. I have attached my CV, research statement, and teaching philosophy. I would welcome the opportunity to discuss my qualifications further and learn more about the department's vision for this position.

Thank you for your consideration.

Sincerely,

[Your Name], Ph.D.

[Your Current Position/Affiliation]

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