

[Date]

[Search Committee Chair]  
Position and Department  
College  
University  
Address

Dear Dr. [ ],

This letter is sent in application for the faculty position announced within the Department of [ ]. [I met Dr. \_\_\_\_\_ at [recent conference] and he/she suggested that I contact you.] I am a doctoral candidate in the School/College of Pharmacy at [ ] University. I am working under the direction of Dr. [ ], intending to defend my dissertation in the Spring/Fall/month, and seeking to launch my career in academia. My curriculum vitae and references are enclosed.

I believe I would be a candidate for this position because my research focus and my teaching/work experiences would be a good fit/complimentary to some of the initiatives in your department. My research focus includes [e.g., clinical and economic outcomes resulting from pharmacist intervention with patients with chronic illnesses]. In particular, my dissertation study examines [ give the primary research question/topic ] or involves [e.g., the development of an instrument to eventually be used as a diagnostic tool for intervention with diabetes patients.] This research has exposed me to various practice settings/specific research methods and has provided [e.g., expected content for intervention development, or hypothesized results, or etc.]. I am anxious to complete the degree requirements and pursue opportunities to examine the application and outcomes of interventions based on the theoretical framework of my dissertation.

During my studies in the Department of [ ], I have had extensive/productive teaching experience under the direction of Drs. [ ] and [ ], among others. My curriculum vitae includes a description of these experiences and honors I received. In particular, I was privileged to be named/awarded [ ]. In addition, I have developed and conducted several lectures and experiential labs for the Pharmaceutical Care and Professional Communication courses, in addition to regular teaching assistant responsibilities, and have worked with faculty in the development, presentation, and publication of scholarship for teaching techniques applied within these courses.

I would be very interested in discussing the position and my research and teaching experiences with you. Please contact me at your convenience. Thank you for your consideration.

Sincerely,

Name, Credentials [PharmD, MBA, MS]  
Doctoral Candidate

Jan Kavookjian, MBA, PhD      Associate Professor,    Harrison School of Pharmacy,    Auburn  
University