Harry Potter

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September 24, 2018

To Whom It May Concern:

It is with great pleasure that I am applying to the full-time English as a Foreign Language position at Hogwarts Technical Community College. I learned about the position from my supervisor and colleagues in the EFL department.

Your posting indicates that you are looking for an experienced EFL instructor who prepares and effectively instructs assigned courses, counsels students, and performs various administrative tasks. I have seven years of experience teaching English language learners, including close to three years of teaching adult ELLs at Hogwarts Tech. During this time, I have created and implemented countless lesson plans in a variety of English language contexts and levels. Furthermore, I have counseled students during my courses in ways of improving their grades, their proficiency, and have formally advised ELLs about their educational and career goals while considering their language needs. Finally, I have performed administrative tasks such as maintaining student records and attending professional development sessions.

On top of my educational experience, I always strive to create a student-centered, communicative, and collaborative classroom, but I also endlessly seek to improve my instructional techniques. Whether it is through incorporating technology to implement mobile and asynchronous learning, using online classroom resources such as Moodle, Blackboard, Edmodo, or Remind, or scaffolding for higher order thinking skills, I collaborate with colleagues and attend symposiums and workshops in order to benefit my students' education. Finally, I try to incorporate more equitable and practical means of assessment when I can to further benefit my students' language acquisition.

I am an ideal candidate for this position because of my experience, creativity, motivation and care for my students' wellbeing. My resume and references are attached to this application. Thank you for your consideration and I hope to meet you in person.

Regards,

Harry Potter

Chuck Norris, Ph.D.
Very Excellent Research Foundation Postdoctoral Fellow
Department of Biochemistry and Biophysics
Prestigious University
City, USA
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September 15, 2017

Dear State College Department of Biology search committee,

I am writing to express my interest for the position of Assistant Professor of Biochemistry. My career goal is to teach at a liberal arts college where I can continue to conduct high-quality research while teaching and mentoring undergraduates. I am excited about the prospect of being a part of State College's diverse community.

I received my Ph.D. in Molecular and Cell Biology from University of Anywhere in 2013, where my doctoral work focused on structural and biochemical studies of telomeres in the lab of Prof. C.D. Parker. As a Very Excellent Research Foundation postdoctoral fellow in the lab of Prof. Alex Cahill at Prestigious University (PU), I study the structure and function of membrane calcium channels. My proposed research program is explicitly designed to be performed by undergraduates at a liberal arts college, combining elements of structural biology, biochemistry, and genetics to probe the structure and function of membrane transporters. I am a strong supporter of a broad liberal arts education and the creative thought it fosters, having earned my B.A. in History in addition to my B.S. in Biochemistry from James Trivette University. I am prepared to teach Introduction to Biological Chemistry, as well as introductory biology and advanced electives such as Molecular Biology and Advanced Cell Biology. Additionally, I would be excited to participate in State's tutorial course, given that close interaction with students is a major reason I am pursuing faculty positions exclusively at liberal arts colleges.

I am passionate about teaching science to students from all backgrounds, and I have continuously developed my teaching skills from the time I was an undergraduate. My interest in teaching undergraduates extends back over a decade: as an undergraduate at James Trivette University, I served as a Teaching Assistant in introductory chemistry lab courses. As a graduate student at University of Anywhere, I twice taught Anywhere's diverse student population as a teaching assistant, once in a lecture course designed for those majoring in biochemistry, and once for a lecture course designed for those outside the biochemistry concentration. On the basis of student evaluations and professor nominations, I received Anywhere's Outstanding Graduate Student Instructor award. As a postdoc at PU, I continued to develop my teaching skills by attending the Coastal City Postdoc Workshop on Scientific Teaching at Firewalker University. Additionally, I participated in the Teaching preparation program at PU. These courses and workshops have taught me strategies based on education research that are designed to accommodate all learners. Because of my training, I am prepared to create a classroom environment in which students from all backgrounds can achieve their potential and learn to think as scientists. In particular, I adopt teaching strategies that are conducive to active learning, which has been shown by research to result in superior outcomes for students from underrepresented backgrounds.

Chuck Norris - Cover Letter

I am excited to involve undergraduate students in my research program as I investigate the structure and function of calcium channels. At University of Anywhere, I developed my background in structural biology and biochemistry through X-ray crystallographic studies and biochemical assays of telomeres. My work yielded new insights into the conserved mechanism of XYZ, and resulted in two first-author publications published in *Nature* and *Nature Structural & Molecular Biology*. At PU, I proposed to take my structural biology expertise and apply it to a new challenge of calcium channels in the lab of Alex Cahill. I study protein ABC that is essential for plant growth, and determined its first crystal structure. Structural comparisons with related proteins DEF, the most abundant membrane protein in my favorite cell type and a key driver of an important process, allowed me to propose a transport mechanism for ABC, DEF, and several related families. A manuscript reporting these results has been published in *Proceedings of the National Academy of Sciences*. I entered the Cahill lab with the intention of determining the structure of a calcium channel, and then leveraging that structural data into a research program designed to be performed by undergraduates. Thus, I have used the structure of ABC as a platform to develop simple yet informative biochemical and genetic assays that test aspects of the ABC transport model, using experiments that are well-suited to being performed by undergraduates at State. My work in the Cahill lab was funded by a fellowship from the Very Excellent Research Foundation, which includes a research stipend that I partly placed into a fund to be disbursed upon starting my independent research career as a professor. As a result, I have accrued $10,000 to serve as a mini-grant and supplement start-up funds as I set up my new lab. My expertise in structural biology and biochemistry, development of experiments well-suited to undergraduates, and acquisition of external funding have placed me in a strong position to launch my independent research career at a liberal arts college.

I look forward to continuing to mentor undergraduate students. I have had the opportunity to mentor undergraduate and first-year graduate students during my training. I developed individual research projects for them, tailoring my guidance based on student experience and work habits. The students I mentored have gone on to further scientific accomplishments. A project I devised for a first-year rotation student developed into a paper we wrote together in which he assumed first authorship. I am keenly aware of the value of undergraduates performing research that leads to publications. Work I performed while I was an undergraduate researcher at Cordell Walker University led to my inclusion as an author on a paper. That experience helped start my career, and is an experience that I want to give back to undergraduates under my guidance. I would relish the opportunity to do so as member of the State College community. Thank you for your consideration.

Sincerely,

Chuck Norris, Ph.D.

UNIVERSITY LOGO

September 16th, 2015

Meriadoc Brandybuck, PhD
Search Committee Chair
Department of Physiology and Biophysics, School of Medicine
R1 University A, USA, 00000-0000

Dear Dr. Brandybuck,

I am writing to express my interest in a tenured faculty position at the level of assistant professor in the Department of Physiology and Biophysics. Currently, I am completing my postdoctoral research training in the laboratory of Samwise Gamgee at the R1 University B (RUB).

My research interests are largely direct towards understanding how physiological systems interact during human disease. I am particularly interested in learning how the immune system interacts with the system a during disease d and how this interplay influences the development and progression of disease. As a predoctoral student in the laboratory of Farmer Maggot at the R1 University C (RUC), I was trained in the fundamental methodologies of tissue type a research that aided me in investigating the role of cell type ds in tissue type a injury and repair.

During the initial years of my postdoctoral training, I investigated the pathogenic interactions of the immune system with the tissue d and its vascular network in the mouse model of disease A. Through this work I established a firm conceptual and technical framework in immunology that I used to develop an independent line of investigation focused on defining the role of Cell type F and other lymphoid cell regulators in controlling tissue type a inflammation. My research has led to important discoveries that have advanced our understanding of immune regulation during non-autoimmune diseases such as disease d. My work has shown that Cell type F are elevated in both human and mouse disease d tissue type a and display an activated phenotype, suggesting a tissue type a antigen-driven activation of Cell type F. Importantly, depleting Cell type F in disease d mice exacerbated tissue type a inflammation and Cytokine 1 production in tissue type a effector Cell type i, leading to increased cell type e injury. The therapeutic implications of this work were illustrated by the reduction of tissue type a inflammation and cell type e injury when disease d mice are treated with recombinant PQR: anti-PQR antibody immune complexes that increase Cell type F and Cell type G.

My diverse training in tissue type a physiology and immunology has placed me in a unique position to run an independent research program aimed at unravelling the cellular and molecular basis of tissue type a immunity and immune regulation during disease d. Moreover, the findings of my research may open new therapeutic avenues that lead to the development of novel treatments for disease d. In my lab I, will continue to study the role of Cell type F during disease d, with an emphasis in defining the mechanism/s of Cell type F-mediated suppression of tissue type a inflammation. In addition to their

role in controlling tissue type a immunity, my lab will examine the capacity of Cell type F to directly promote tissue type a regeneration through their production of specialized mediators of tissue repair. A second arm of research will be focused on defining the role of Cell type G in disease d. Through unpublished work I have found that Cell type G are activated in disease d tissue type a, and I have generated novel genetic tools to ablate this population in vivo, allowing me to examine their capacity to modulate the severity of disease d. By coupling studies involving preclinical animal models with the analysis of human tissue type a biopsies my laboratory will be well positioned to examine the therapeutic potential of targeting immune system-derived factors that modulate tissue type a disease.

In addition to my research, I have had the rewarding experience of teaching and mentoring high school and undergraduate students, and have participated in programs that aim to increase the participation of underrepresented minorities in the sciences. My participation in such programs has provided me with the opportunity to speak at various colleges and high schools throughout the Location Here about career paths in biomedical research. I invite you to please read my teaching statement that will provide you with more details of my mentoring and teaching experiences.

Please find enclosed my curriculum vitae and a list of references. In addition, you will find my research and teaching statement that provide further details of the summary above. I am looking forward to hearing from you, and I thank you in advance for your consideration.

Sincerely,

Bilbo Baggins, Ph.D.
Postdoctoral Fellow,
Laboratory of Samwise Gamgee
Address
Location, USA
email@email.edu