

Letter of Intent Templates
WMUx
Summer 2023

R1, R2 or M1 Position

Introductory Paragraph	<ul style="list-style-type: none"> • Salutation • Mention specific position, department, university or college • Provide claim regarding your fit for the position • State graduation date
TRANSITION	
Research/dissertation paragraph	<ul style="list-style-type: none"> • Provide overview of research agenda • Summarize dissertation question, conduct of research, conclusions
Research/publications or conferences paragraph	<ul style="list-style-type: none"> • Discuss publications or important conference presentations
Research agenda paragraph	<ul style="list-style-type: none"> • Describe your next project
TRANSITION	
Teaching experience paragraph	<ul style="list-style-type: none"> • Relate teaching to research, explaining how they are connected • Mention classes that you have taught or awards won
Teaching interest paragraph	<ul style="list-style-type: none"> • Discuss classes that you would like to offer, especially at the graduate level (show that you have read the ad and done your research)
TRANSITION	
Service paragraph	<ul style="list-style-type: none"> • Mention any service, volunteerism, and state your interest in helping out in new department (again, show that you have done your research)
TRANSITION	
Concluding paragraph	<ul style="list-style-type: none"> • Express availability to interview

M1-B/AC Positions

Introductory Paragraph	<ul style="list-style-type: none">• Salutation• Mention specific position, department, university or college• Provide claim regarding your fit for the position• State graduation date
TRANSITION	
Research/dissertation paragraph	<ul style="list-style-type: none">• Provide a brief overview dissertation question, conduct of research, conclusions
Research/publications or conferences paragraph	<ul style="list-style-type: none">• Discuss publications or important conference presentations
TRANSITION	
Teaching experience paragraph	<ul style="list-style-type: none">• Relate teaching to research, explaining how they are connected• Mention classes that you have taught or awards won
Teaching experience example	<ul style="list-style-type: none">• Even if you are providing a separate statement of teaching philosophy, use this moment to discuss a specific teaching accomplishment that demonstrates you will be able to flourish in a teaching-centered environment
Teaching interest paragraph	<ul style="list-style-type: none">• Discuss classes that you would like to offer (show that you have read the ad and done your research)
TRANSITION	
Service paragraph	<ul style="list-style-type: none">• Mention any service, volunteerism, and state your interest in helping out in new department (again, show that you have done your research)
TRANSITION	
Concluding paragraph	<ul style="list-style-type: none">• Express availability to interview

Teaching Philosophy Template
WMUx
Summer 2022

Introductory Paragraph	<ul style="list-style-type: none"> • Description of primary teaching experience • Explanation of a particular challenge that you faced or outcome that you wanted to get across to your students • Statement about how this example reflects your process or values as an instructor.
TRANSITION	
Detailed description of challenge or outcome	<ul style="list-style-type: none"> • The challenge might be getting students to participate during a large lecture section or it might involve using a particular technique in the classroom • The learning outcome could be very specific to your field. For instance, in English, faculty members advocate close reading as an important outcome and will tailor lessons accordingly
Discussion of innovations or pedagogical techniques	<ul style="list-style-type: none"> • Explain the intervention, including any materials used or pedagogies consulted
TRANSITION	
Concluding paragraph	<ul style="list-style-type: none"> • Discussion of any other instructional development and pedagogy that you have consulted.

Resources:

University of Michigan Center for Research on Teaching and Learning [Teaching Philosophy Site](#): templates, rubrics, and examples.

Harvard University Derek Bok Center for Teaching and Learning [“The Job Market” site](#), including examples for every element of the job search.