**Letter of Intent Templates**

**WMUx**

**Summer 2023**

**R1, R2 or M1 Position**

| Introductory Paragraph | • Salutation  
|                        | • Mention specific position, department, university or college  
|                        | • Provide claim regarding your fit for the position  
|                        | • State graduation date  

**TRANSITION**

| Research/dissertation paragraph | • Provide overview of research agenda  
|                                 | • Summarize dissertation question, conduct of research, conclusions  

| Research/publications or conferences paragraph | • Discuss publications or important conference presentations  

| Research agenda paragraph | • Describe your next project  

**TRANSITION**

| Teaching experience paragraph | • Relate teaching to research, explaining how they are connected  
|                               | • Mention classes that you have taught or awards won  

| Teaching interest paragraph | • 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 | • 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 | • Express availability to interview  

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<th>M1-B/AC Positions</th>
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| **Introductory Paragraph**                                      | • Salutation  
• Mention specific position, department, university or college  
• Provide claim regarding your fit for the position  
• State graduation date |
| **Research/dissertation paragraph**                             | • Provide a brief overview dissertation question, conduct of research, conclusions |
| **Research/publications or conferences paragraph**              | • Discuss publications or important conference presentations |
| **Teaching experience paragraph**                               | • Relate teaching to research, explaining how they are connected  
• Mention classes that you have taught or awards won |
| **Teaching experience example**                                 | • 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**                                 | • Discuss classes that you would like to offer (show that you have read the ad and done your research) |
| **Service paragraph**                                           | • Mention any service, volunteerism, and state your interest in helping out in new department (again, show that you have done your research) |
| **Concluding paragraph**                                       | • Express availability to interview |
## Introductory Paragraph
- 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.

## Detailed description of challenge or outcome
- 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
- Explain the intervention, including any materials used or pedagogies consulted

## Concluding paragraph
- 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](https://umich.edu): templates, rubrics, and examples.

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