

SUKI WILLIAMS

JACKSONVILLE, FL 32210

(555)555-5555 | suki.williams@monster.com

Sep 15, 2026

Dear Hiring Manager,

I am writing to express my interest in the academic position at ABC University. With a Bachelor of Science degree in Computer Science and a year of experience as a Software Intern, I have developed strong technical skills, including proficiency in Java, Python, JavaScript, and HTML/CSS. My educational background has instilled in me a passion for research and teaching that aligns with the values upheld by your esteemed institution.

At ABC University, I am particularly drawn to your commitment to fostering innovation and intellectual growth within an inclusive environment. My collaborative working style allows me to engage effectively with diverse groups while contributing positively toward achieving common goals. I value teamwork and believe that through mutual support, we can cultivate an enriching learning atmosphere for both students and faculty.

In my previous role as an intern, I honed my problem-solving abilities while paying meticulous attention to detail—skills essential for conducting thorough research and developing comprehensive curriculum materials. Moreover, my adaptability enables me to embrace new challenges readily while managing time effectively across multiple tasks.

As part of your academic community, I look forward to mentoring students on their academic journeys while contributing actively to departmental initiatives aimed at community engagement. Joining ABC University would be an exciting opportunity for me to further develop as an educator dedicated not only to teaching but also inspiring others through collaboration and shared knowledge.

Thank you for considering my application. I am eager about the possibility of contributing positively at ABC University.

Sincerely,

Suki Williams