

November 14, 2019

Home or Workplace
Some Street
City, State, Country
Phone: 999-999-999
Email: joe.doe@sharelatex.com

Faculty Search Committee
Department of Something
Some University
University Address

To Whom It May Concern,

I am writing to apply for the position of . . .

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Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Joe Doe
