

# 18 june 2011 sample cover letter

[Education](#), [University](#)



18 June 2011 Sample Cover Letter Professor Paul Joyce, Liverpool Business School Director, 70 Mt Pleasant, Liverpool L3 5UX, United Kingdom Dear Professor Joyce, Lecturer/Senior Lecturers in: Business and Human Resources (Human Resource Management prog.) Ref: 321 I am writing to apply for the above position recently advertised in Indeed. com. Please find my resume attached. I recently read that in 2007, the Liverpool John Moore University ‘launched a globally unique model of higher education stressing work-related learning and graduate skills development in tandem with effective employer engagement’ [1] I would like to work for a University where a strong commitment to education for employment is practised. I am presently teaching as a Senior Lecturer at one of Cambodia’s leading Universities and would like to move to a University in the UK where there is a greater focus on research & development. I have a proven track record. I am a creative lecturer able to deliver powerful teaching programs in subjects in the Business Administration, Management and Human Resource disciplines for students wishing to study at university masters or undergraduate degree levels. I have high work standards & ethical values and a strong ability in developing curriculum and learning materials for students wishing to extend their learning experience. I am a conscientious person who works hard and pays attention to detail. I have excellent references on request. I also wish to pursue several research projects. I will call you in the next few days to ascertain your interest in my enquiry. Yours faithfully, Andrew Fairbairn  
----- [1] <http://www.thecompleteuniversityguide.co.uk/liverpool-john-moores>