

February 8, 2007

Professor Robert Aprahamian  
Department of Electrical Engineering  
Packard 167  
University of California, San Francisco  
San Francisco, CA 93244

Dear Professor Aprahamian,

It is with much anticipation that I submit to you my application for the tenure-track assistant professorship that is being offered jointly by the Departments of Electrical Engineering and Bioengineering at UCSF. I first became aware of the opportunity after receiving the position announcement from you. I understand that Katerina Alphonso, a member of my dissertation committee, endorsed the potential appropriateness of my candidacy during her recent visit to serve on the external review committee for your department. **The interdisciplinary nature of this appointment is very much in line with my passions and interest in collaborative, application-oriented, cross-disciplinary work, and fits well with my background in biomedical optics.** I believe that not only will my present research and teaching experience be an immediate asset to your department, but the opportunity to continue to do more of the same in UCSF's progressive and nurturing environment will benefit my professional development, as well.

I expect to receive my Ph.D. in Biomedical Engineering from CalTech in September, 2007. Since 2002, I have worked under the guidance of Professor Juan Lazaro, a pioneer researcher of optical coherence tomography. Immediately prior to this I served as a Visiting Lecturer at the National Polytechnic Institute in Singapore. My dissertation work with spectral domain phase microscopy, a phase-sensitive optical imaging technique that I co-invented, was partly directed by collaborations with faculty in the Department of Pediatrics. **Through this experience, I have gained technical expertise in designing and building functional optical imaging systems for translational research in clinically viable settings, secured funding for this work through a competitive research grant, and participated in the patent-application process. Moreover, while at CalTech I have aggressively embraced opportunities to teach, mentor, and serve on several administrative committees, all of which are important components of faculty responsibilities at any university.** This activity, in addition to my organizational leadership and community service roles, is detailed in my curriculum vitae.

I look forward to discussing my research and teaching experiences with you in the near future. Please feel free to contact me via email at [akendall@caltech.edu](mailto:akendall@caltech.edu) or by telephone at (123) 456-7891. Thank you for your consideration.

Sincerely,

Angela M. Kendall

While this letter doesn't follow the standard progression (intro, past research, future research, teaching), it is nicely tailored to the position and institution, and it certainly leaves the reader intrigued to learn more. The candidate was successful in landing this tenure-track position and even negotiated to pursue a one-year science policy fellowship prior to joining the faculty. Nonetheless, her letter would have been stronger with a clear and focused paragraph on her future research directions.