UCSF

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Use a header so readers can quickly situate you. It is common for trainees to use the institution's header for faculty applications.

Make sure your contact info is listed on the first page

Department of Biology
University of California, Los Angeles
Biological Sciences Building
1200 Main Way, Los Angeles, CA 90095

*One of the ways to show fit for a position is to address the requirements of the job description at the beginning of the Cover Letter, and to use similar key words. This CL would be a nice fit for a position that requires the use of **innovative methodologies** to address current research questions in **cancer** biology. It would also address the need for a strong research **vision**, since the vision is listed first, and for a **collaborative** approach.*

Dear Professor Rabu,   August 19, 2015

Indicate which position you are applying for

I am writing to apply for the Assistant Professor position (Job ID#13456) in the Department of Biology at University of California, Los Angeles. I am currently a postdoctoral scholar working with Dr. Ju Cheng in the Department of Physiology and Cell Biology in the Center of Cell Signaling at the University of California San Francisco. My research focuses on the role of protein XYZ in the development of pancreatic cancer, and involves the use of a novel biological assay, which I developed at UCSF. I am enthusiastic about contributing to your growing and innovative department.

Reputation: Advisor & institution

Fit

Pancreatic adenocarcinoma accounts for about 85% of pancreatic cancer cases and, while survival rates have been improving in the last few decades, the prognosis for patients is still pessimistic. My research goals are to continue to elucidate the role of protein XYZ in diseases like pancreatic cancer and to further develop *in vivo* assays that could be used in clinical settings to help with early detection of such diseases. Particularly, I will continue my collaboration with Dr. Brown and Dr. Johnson at Harvard Medical School to explore the application of a novel detection method in certain forms of cancer, including pancreatic cancer.

Fundability: Clear Vision

Reputation: Collaborators

I developed this novel approach to measuring phosphorylation levels of protein XYZ *in vivo* during my postdoctoral training in Dr. Cheng's lab. My work resulted in a manuscript, which is currently under revision, and a patent, which is pending. For this work, I received a Travel Award from the American Biological Society and co-authored a grant with Dr. Cheng and Dr. Brown funded by the Next Science Fund.

Productivity: findings, publications, patents

Fundability: Past funding

Format: with hundreds of applications to read, faculty will need answers to their questions in the first paragraphs of the Cover Letter

My research goal is also to identify the downstream signaling cascade of protein XYZ, which will allow us to further elucidate the mechanisms involved in the PQR process. Because XYZ is involved in many diseases, and is a marker for some types of cancers, this result could have broad biomedical impacts. To achieve this goal, I plan to use a combination of molecular, cellular and physiological methods in the *VETA* organism model.

Fundability: Clear Vision

As a postdoctoral scholar, I used similar approaches to demonstrate that the PQR mechanism depended on the phosphorylation of protein XYZ (Clement et al., Nature, 2015). This work was funded by a Myriam Lee Postdoctoral Fellow award and resulted in a manuscript, which is in its last stage of review in JBC. I believe that this project would benefit from being further developed in your department, and can foresee potential collaborations with colleagues working on the *VETA* model, or on the HIJ signaling pathway.

Productivity: findings, publications

Fundability: Past funding

Fit

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My work as a graduate student with Dr. Jane Smith at the University of Washington focused on understanding the DER process in a mouse model and was funded by a Roy Bertram Cancer Research fellowship. I provided the first demonstration that protein ABC, and isoform of XYZ, was essential to the DER process in mice. This work resulted in 3 publications in PNAS, PLOS and JJCI and contributed to an NIH R01 award for Dr. Smith.

In addition to my research, I have contributed to enhancing the success of students through teaching, service and mentoring. I would be delighted to these skills to support the efforts of your department in enhancing the success of diverse students and developing a strong core curriculum for undergraduates.

I believe that my research would contributes to your department's goals to use novel approaches to bridge cellular and physiological processes. In the long-term, I aim to expand my field of study to areas such as regulation of other proteins involved in the PQR mechanism. My present and future research will significantly advance the understanding of pancreatic cancer, and lead to novel conceptual understanding for cancers caused by abnormalities in the PQR mechanism.

Sincerely,

[signature]

Laurence Clement

Pages get lost: label pages clearly, with your name

Reputation: Advisor & institution

Fundability: Past funding

Productivity: Findings, publications

Fundability: Developed fundable ideas

Most research-intensive institutions do not require much teaching, mentoring or service experience, so this section should show up later in the Cover Letter. However, if it is listed in the job description, it should be discussed in more details, to address more specifically the needs of the department.

Format: you can either add a picture of your signature to the Word document or sign your final PDF using the signature function in "preview" on Mac

Format: if your Cover Letter goes beyond 1 page, make sure that the most important information is on the first page

Fit