

Jane Doe
Address
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December 27, 2002

Faculty Search Committee
Mathematics Department
Cal State Polytechnic University, Pomona
3801 West Temple Avenue
Pomona, California 91768-4007

Dear Search Committee:

I wish to apply for the opening at California State Polytechnic University, Pomona for a tenure-track position in mathematics at the Assistant Professor level. I found out about this position from a search committee member. I am currently in the final stages of my Ph.D. thesis under the advisement of Professor Daniel Anderson. My dissertation focuses on star-operations which are induced by overrings.

My experiences, which are highlighted in my CV, include teaching a wide range of courses. I believe that my broad mathematical education and experience will enable me to meet the high teaching standards at California State Polytechnic, Pomona. I have taught many undergraduate level math courses such as Trigonometry, College Algebra II, Finite Mathematics (which involves probability and statistics) and Calculus I and II. I was also given the opportunity to lead a discussion section for the first year graduate level Abstract Algebra. I enjoy working with and teaching students of various backgrounds. I look forward to working with your students on various math projects and participating in departmental programs.

In addition to my teaching experience, I have some experience with *Mathematica*, and I minored in Computer Programming. These assets will enable me to better assist students in computer related projects and will be beneficial for the department as a whole. I have also participated in the minority recruitment efforts of the math department at Iowa.

I am genuinely interested in an institution that fosters research and values teaching and student development. Enclosed are my curriculum vitae, my research statement, a statement of my teaching philosophy, a summary of my teaching evaluations, a copy of my graduate transcript and contact information for four references.

I will be giving a ten-minute talk at the January, 2003 AMS National Meeting in Baltimore. I look forward to speaking with you there. I also look forward to hearing from you to schedule a time when we can meet and discuss this opening further. Thank you very much for your consideration.

Sincerely,

Jane Doe.

Your Name - Summary of Teaching Evaluations

Each semester, during the last week of classes, students at the University of Iowa are asked to fill out a survey to evaluate the courses they take and the instructors of these courses. The survey consists of approximately twenty questions which rate the instructor's effectiveness and other aspects of the course. The students respond with a number from one to six, indicating how strongly they agree or disagree with the statement. A six means "strongly agree" and a one means "strongly disagree". Students are also encouraged to write comments about the course. The average response for each question is computed and forwarded to the Mathematics Department. The information is used by the department when assigning teaching duties, and copies of the results of the surveys are kept in each Teaching Assistant's file.

I have chosen 11 statements from the survey that relate to my teaching performance. The scores below show the median response for each statement in four of the courses that I have taught - two courses for which I was the instructor, and two for which I led the discussion sections. I have also attached, to this summary, some of my students' comments from the surveys. Complete evaluation reports and more details can be furnished upon request.

The following are the statements:

- S1. Concepts are presented in a manner that helps me learn.
- S2. My work is evaluated in ways that are helpful to my learning.
- S3. The instructor seems interested in teaching this course.
- S4. This instructor communicates well.
- S5. Important points are clarified with good examples.
- S6. Class presentations are well organized.
- S7. This instructor presents materials clearly.
- S8. This instructor is effective in teaching the subject matter of this course.
- S9. I (student) have been encouraged to think for myself.
- S10. This instructor is available during office hours.
- S11. It is clear what this instructor considers important.

	Abstract Algebra (Graduate Level) Discussion Leader Spring 2001	Trigonometry Instructor Fall 2000	Basic Algebra II Instructor Spring 2000	Calculus II (Honors Class) Discussion Leader Spring 1999
S1	5.92	5.17	5.14	5.83
S2	6.00	5.39	5.28	6.00
S3	6.00	5.67	5.75	6.00
S4	6.00	5.39	5.40	6.00
S5	6.00	5.50	5.50	5.83
S6	6.00	5.41	5.50	5.50
S7	6.00	5.30	5.19	6.00
S8	6.00	5.39	5.39	6.00
S9	5.63	5.67	5.13	5.50
S10	6.00	5.83	5.70	6.00
S11	5.92	5.39	5.50	5.50