**Richard Cohn, Ph D**

**🖂 Street Address, New York, NY 55900 🕿 (666) 777-8888 🖂** **[Email Address]**

**Today’s date**

Mr. John Adams

Ziv University

Street Address, City, State, Zip

**Re: Lecturer Position**

Dear Mr. Adams,  
It is not every day that one receives such an honorable invitation to address students at an elite institution of higher education as your own, so I thank you for your offer.

As I understand, the board of directors would like to see my resume before giving their approval, so I am attaching it to this cover letter.

You will notice that in addition to my lecturing activities, I am also very involved with research, a combination that I’ve found ensures that my content is always novel and current and which demonstrates to students that wisdom means constant efforts.

I am able and willing to contribute to your nuclear science track in the following ways:

* Designing the curriculum for each semester
* Delivering riveting daily lectures, supervising lab activities, and advising students concerning their research projects
* Writing up tests and proctoring exams (the actual grading is done partially by me and partially by an assistant)

The board can view a sample presentation of mine on TED Talks (a three minute introduction to the topic), and afterwards we can arrange an interview if you or the board would like. You can try calling me at 666-777-8888, but if I don’t answer you will be more likely to reach me via email (your email address).

Again, my thanks for your offer.

Richard Cohn, Ph D