

LOUIS LEVY, ESQUIRE

633 Stag Trail Road • North Caldwell, New Jersey 07004 • Telephone: 201-555-0157 • E-Mail: LouisLevyEsquire@email.com

[DEAN]
[SCHOOL]
[ADDRESS]
[CITY, STATE ZIP]

RE: Adjunct Professor of Philosophy

Dear [DEAN]:

Kindly consider this correspondence in support of my application for the position of Adjunct Professor of Philosophy. I believe that my unique background and experience make me an ideal candidate for this position and would serve [SCHOOL] well as an educator.

Early on, as a student, I realized that there was a world of knowledge and thought outside of the traditional subjects taught in high school; that individual thinking was as at least as much a part of the learning process as that which was being taught. I learned that critical thinking and academic pursuits did not have to fit neatly inside “the box” and that my own research, ideas, and criticisms were just as important as those of my instructors. This is the philosophy that I developed and have utilized through college, law school, and my work life. It is this perspective that I hope to bring to your school, helping students become more-well-rounded, and enabling them to gain the confidence to form their own opinions.

Despite having completed my “formal” education more years ago than I care to admit, I have continued to study philosophy, historical thinkers, and intellectual theorists. It has been more enjoyable and beneficial as time has passed, as my personal experiences have enabled me to understand diverse views.

I am a confident and effective communicator, both in my writing style and verbally. Through handling clients at all education levels, I have developed the ability to recognize my “audience” and explain even the most-convoluted ideas in a way that they can understand. More importantly, I have the ability to do this in a respectful and non-condescending manner. Additionally, my professional experiences have served to sharpen my ability to rapidly process situations, arguments, and concepts and devise solutions or counter-arguments to the problems presented.

I have, periodically, had the opportunity to teach in various forums (e.g., bankruptcy paralegal classes, first-year attorneys, a group of social workers, my daughters’ soccer teams). While I have always greatly enjoyed these opportunities, more importantly, my students enjoyed them and understood what they were being taught. If taught with passion and creativity, students will not only understand everything from Aristotle’s *Aesthetics* to Zeno’s paradoxes, but will develop their own ideas.

I have attached my resume per your request. I can be reached by telephone at 201-555-0157 or e-mail at LouisLevyEsquire@email.com. I thank you for your consideration and look forward to hearing from you.

Sincerely,

Louis Levy