For your **Research Cover Letter** your full name needs to be indicated on the first page

Date

CHAIR NAME

Professor and Chair

Department of Anesthesiology& Pain Medicine

Temerty Faculty of Medicine, University of Toronto

123 Edward Street

Toronto, ON M5G 0A8

Dear Professor CHAIR NAME,

*Research cover letters are typically around 3-5 pages. This is a* ***summary*** *of your dossier.*

**Opening paragraph (1 paragraph)**

* My name is …
* I am applying to the rank of . . .
* on the basis of . . . Clearly indicate promotion pathway. Remember, excellence in 1 pathway and competence in the other AND teaching.
  + e.g. “I am applying for promotion to the rank of Associate Professor based on ***Excellence in Research,*** Competence in CPA and Competence in teaching and education.”

**Academic Career History since joining U of T as a Faculty Member (1 paragraph)**

* When were you appointed to Anesthesiology & Pain Medicine? When was your last promotion (if applicable)?
* Academic Position Description
* Note gaps in academic productivity (e.g. pregnancy, adoption, parental, caregiver leaves)

**Accomplishments since appointment or last promotion**

1. **Introductory Paragraph**

* Short description of how you have created an innovative research program
  + How has your research changed the basic understanding or practice of Anesthesiology or Pain Medicine in particular or the basic mechanisms of molecular or cellular function and disease? How has this affected health services delivery, health policy, patient outcomes?
  + Highlight any inventions, patents, and/or the application of new techniques, novel experimental approaches and/or the identification and formulation of new questions or concepts
* Explain how your program has been impactful **nationally** (Associate Professor) or **internationally** (full professor)

1. **Research Funding**

* both peer-reviewed and non-peer-reviewed

1. **Publications**

* Highlight any top papers, highly cited papers – provide PubMed link to all papers
* Comment on your contribution to your most important publications

1. **Honours and Awards, if applicable**

* Salary support award(s), if any
* Participation, Leadership, and Mentorship within the research community

1. **Scientific Presentations/Participation, leadership and mentorship in the research community**

**Teaching (1-2 paragraphs)**

* Summarize your teaching activities
* Highlight any teaching awards
* Success of trainees in receiving scholarships and awards, publications, or moving on to successful research careers of their own

**Administrative Service (1 paragraph)**

**Goals (1 paragraph)**

* Briefly provide a statement on your vision for your future.

**Closing paragraph/ statement (1 paragraph/ 1 sentence)**

Sincerely,

APPLICANT NAME/Signature