

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Current Date]

[Hiring Manager Name]
[Title]
[Organization Name]
[Organization Address]

Dear [Hiring Manager Name/Search Committee],

Introduction: [State the specific Education Program Director position you are applying for. Mention how your background in curriculum development and leadership aligns with the organization's mission.]

Experience & Leadership: [Describe your history in educational administration. Detail your experience managing multidisciplinary teams, overseeing program budgets, and ensuring compliance with educational standards or accreditation requirements.]

Impact & Strategy: [Highlight a specific achievement, such as improving student outcomes, launching a successful new initiative, or securing funding. Use data or metrics to demonstrate the scale of your impact.]

Closing: [Reiterate your enthusiasm for the role and the organization. Mention your desire to discuss how your strategic vision can contribute to their educational goals.]

Sincerely,

[Your Signature (if sending via mail)]
[Your Printed Name]