

[Your Name]
[Current Academic Rank]
[Current Department]
[University Email Address]
[Phone Extension]

[Date]

[Search Committee Chair Name]
[Department/College Name] Search Committee
[University Name]

RE: Letter of Interest for Department Chair - [Department Name]

Dear [Name of Search Committee Chair or Dean],

I am writing to formally express my interest in the position of Chair for the [Department Name], as announced on [Date]. Having served as a faculty member within the [College/Department] for [Number] years, I have developed a deep understanding of our institutional mission and a clear vision for the department's future growth and academic excellence.

During my tenure at [University Name], I have demonstrated leadership through [list 2-3 internal roles, e.g., Committee Chair, Program Director, or Faculty Senate participation]. These experiences have provided me with a comprehensive perspective on [mention specific administrative areas: budget management, curriculum development, or faculty mentorship]. My approach to departmental leadership is rooted in transparency, collaborative governance, and a commitment to fostering a diverse and inclusive environment for both faculty and students.

My primary goals as Department Chair would include:

- [Goal 1: e.g., Strengthening research output and grant acquisition]
- [Goal 2: e.g., Enhancing student enrollment and retention strategies]
- [Goal 3: e.g., Advancing interdisciplinary partnerships across the University]

I am eager to apply my institutional knowledge and administrative skills to lead the [Department Name] into its next chapter of development. I look forward to the opportunity to discuss how my leadership style and strategic objectives align with the college's long-term goals.

Sincerely,

[Signature]

[Your Printed Name]