

[Your Full Name]
[Your Current Academic Title]
[Institution/Organization Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Search Committee Chair Name, if known]
[Department or Search Committee Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Dr./Mr./Ms. Last Name or Search Committee],

I am writing to formally express my interest in the Program Director position for the [Name of Research Program] at [Institution Name], as advertised on [Source]. With a background in [Your Field] and [Number] years of experience managing complex research initiatives, I am confident in my ability to advance the program's mission and foster an environment of scholarly excellence.

In my previous role as [Current or Previous Title] at [Current/Previous Institution], I successfully oversaw a research portfolio totaling [Dollar Amount/Grant Type]. I led a multidisciplinary team of [Number] researchers and staff, resulting in [mention a key achievement, e.g., a 20% increase in high-impact publications or a major new funding stream]. My leadership style emphasizes collaborative governance, fiscal responsibility, and the strategic alignment of research objectives with institutional goals.

I am particularly drawn to [Institution Name] because of its commitment to [mention a specific institutional value or research priority]. I am eager to apply my experience in [specific skill, e.g., grant writing, curriculum development, or industry partnerships] to enhance the visibility and impact of the [Name of Research Program]. I am adept at navigating the administrative complexities of higher education and maintaining rigorous compliance with federal and private funding regulations.

Enclosed are my curriculum vitae, research statement, and list of references for your review. I welcome the opportunity to discuss how my administrative expertise and academic vision align with the needs of the [Name of Research Program]. Thank you for your time and consideration.

Sincerely,

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