

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

[Date]

[Hiring Manager Name]
[Search Committee Chair/Title]
[Institution Name]
[Department/Office Name]
[Institution Address]

Dear [Name of Contact Person or Search Committee],

I am writing to express my enthusiastic interest in the Faculty Development Program Director position at [Institution Name], as advertised on [Where you saw the posting]. With a background in [Your Field] and [Number] years of experience in academic leadership and instructional design, I am eager to contribute to the professional growth and pedagogical excellence of your faculty.

In my previous role at [Current/Previous Institution], I successfully led initiatives that [mention a key achievement, e.g., improved faculty retention, implemented new digital learning tools, or redesigned onboarding]. I possess a deep understanding of adult learning theories and the unique challenges facing modern higher education faculty. My approach centers on creating inclusive, research-driven programming that aligns with institutional strategic goals.

I am particularly drawn to [Institution Name] because of your commitment to [mention a specific value or initiative of the school]. I am confident that my experience in [mention a specific skill like mentorship programs, grant writing, or curriculum assessment] will allow me to enhance your existing faculty support structures and introduce innovative development pathways.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my vision for faculty success aligns with the mission of [Institution Name].

Sincerely,

[Your Signed Name]
[Your Printed Name]