

[Your Full Name]
[Address line 1]
[City, State, Zip Code]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title, e.g., Dean of International Education]
[Institution/Organization Name]
[Department Address]

Re: Application for International Study Program Director

Dear [Mr./Ms./Mx./Dr. Last Name],

I am writing to express my strong interest in the International Study Program Director position at [Institution Name], as advertised via [Source]. With my background in [Number] years of global education administration and a proven track record in [Key Skill, e.g., cross-cultural curriculum development or strategic partnership management], I am eager to contribute to the growth and excellence of your global initiatives.

Throughout my career, I have successfully overseen diverse portfolios of international programs. At [Previous Institution], I was responsible for [Key Achievement, e.g., increasing study abroad enrollment by X% or managing a budget of \$X]. My approach centers on fostering inclusive environments that prioritize student safety, academic rigor, and cultural immersion. I have extensive experience in [Specific Skill, e.g., SEVIS compliance, faculty-led program logistics, or international recruitment].

I am particularly drawn to [Institution Name] because of your commitment to [Specific Initiative or Value mentioned in job post]. My experience in [Specific Experience, e.g., crisis management or grant writing] aligns perfectly with the needs of your department as you seek to expand [Specific Goal].

I am confident that my leadership and passion for international exchange will make me a valuable asset to your team. I look forward to the possibility of discussing how my experience can support the internationalization goals of [Institution Name].

Sincerely,

[Your Signature]
[Your Printed Name]