

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

[Date]

[Hiring Manager Name]
[Search Committee Chair/Title]
[School of Business Name]
[University Name]
[University Address]

Dear [Recipient Name or Search Committee],

I am writing to formally express my interest in the MBA Program Director position at [University Name], as advertised. With a proven track record in academic leadership, curriculum innovation, and [Specific Area of Expertise, e.g., Graduate Recruitment or Corporate Partnerships], I am confident in my ability to enhance the prestige and operational excellence of your MBA portfolio.

In my previous role as [Current/Previous Title] at [Current/Previous Institution], I successfully [Key Achievement 1, e.g., increased enrollment by X% or led AACSB accreditation efforts]. I have spearheaded initiatives to integrate [Industry Trend, e.g., Data Analytics or Sustainability] into the core curriculum, ensuring that graduates remain competitive in a rapidly evolving global market. My approach emphasizes a balance between rigorous theoretical foundations and high-impact experiential learning.

Beyond administrative management, I am deeply committed to student success and alumni engagement. I have experience managing diverse faculty bodies and fostering relationships with corporate partners to secure internships and executive placement opportunities. I am particularly drawn to [University Name] because of your commitment to [Specific School Value or Mission], and I am eager to bring my strategic vision to your graduate business programs.

Enclosed is my curriculum vitae, which provides further detail on my professional accomplishments and academic background. I look forward to the possibility of discussing how my leadership style and strategic goals align with the future of the [School Name] MBA program.

Sincerely,
[Your Full Name]