

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Search Committee Chair, if applicable]

[Department of Student Affairs]

[University/College Name]

[Institutional Address]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the Program Director position for [Specific Program/Department Name] at [University Name], as advertised on [Platform where job was found]. With a Master's degree in [Higher Education/Student Affairs/Related Field] and [Number] years of experience in student programming, leadership development, and strategic oversight, I am confident in my ability to enhance the student experience at your institution.

In my current role as [Current Job Title] at [Current Institution], I have successfully led initiatives focused on [Key Area 1, e.g., Diversity & Inclusion] and [Key Area 2, e.g., Student Retention]. Notably, I [describe a major accomplishment, such as "overhauled the orientation program, resulting in a 15% increase in first-year engagement"]. My approach to student affairs is rooted in [mention a philosophy, e.g., student-centered development / holistic wellness], ensuring that programmatic goals align with the institution's mission and the evolving needs of a diverse student body.

As a Program Director, I excel at managing multi-faceted budgets, supervising professional staff and student leaders, and fostering cross-departmental collaborations. At [University Name], I am particularly drawn to your commitment to [mention a specific institutional value or recent initiative]. I am eager to bring my expertise in [Skill set, e.g., assessment and data-driven decision making] to help [Department Name] reach its strategic objectives.

Thank you for your time and consideration of my application. I look forward to the possibility of discussing how my background in student affairs leadership can contribute to the continued success of [University Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]