

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

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[Date]

[Search Committee Chair Name]  
[Title, e.g., Chair, Provost Search Committee]  
[Community College Name]  
[Institution Address]  
[City, State, Zip]

Dear Members of the Search Committee:

It is with great enthusiasm that I submit my application for the position of Provost and Vice President of Academic Affairs at [Community College Name]. As a dedicated higher education leader with over [Number] years of experience in academic administration and a steadfast commitment to the community college mission, I am eager to contribute to [Institution Name]'s legacy of student success and workforce development.

In my current role as [Current Title] at [Current Institution], I have successfully led initiatives focused on [Key Accomplishment 1, e.g., guided pathways, accreditation renewal, or faculty development]. I have a proven track record of fostering collaborative environments that bridge the gap between academic affairs and student services, ensuring a holistic approach to student retention and completion.

[Community College Name]'s dedication to [Specific Institutional Value or Strategic Goal] deeply resonates with my professional philosophy. My experience in [Area of Expertise, e.g., vocational program alignment or equity-based curriculum design] aligns directly with your institutional needs. I am particularly skilled in managing complex budgets, navigating shared governance, and building strategic partnerships with local industry leaders to enhance community impact.

I am confident that my visionary leadership and operational expertise make me an ideal candidate to serve as your next Provost. I look forward to the possibility of discussing how my background in academic innovation can support the continued growth of [Community College Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]