

[Your Full Name]
[Current Title]
[Institution]
[Phone Number] | [Email Address]
[LinkedIn Profile/Professional Website Portfolio URL]

[Date]

[Name of Search Committee Chair]
Provost Search Committee
[Name of University/College]
[Department/Office Address]
[City, State, Zip Code]

Dear Chair [Last Name] and Members of the Search Committee:
[Introduction: State your formal application for the position of Provost and Vice President for Academic Affairs. Briefly mention your current leadership role and how your academic philosophy aligns with the institution's specific mission.]

[Academic Leadership & Vision: Detail your experience in strategic planning, curriculum development, and fostering academic excellence. Highlight your ability to manage complex budgets and lead diverse faculty bodies.]

[Student Success & Enrollment: Describe your initiatives regarding student retention, graduation rates, and integration of academic affairs with student life. Mention experience with accreditation processes and shared governance.]

[Diversity, Equity, & Inclusion: Provide concrete examples of how you have institutionalized DEI efforts within the faculty recruitment process and the student learning environment.]

[Conclusion: Reiterate your enthusiasm for the institution's future. Express your desire to discuss how your leadership experience can serve the university's strategic goals.]

Sincerely,

[Your Signature]
[Your Printed Name]