

[Your Name]  
[Your Current Title]  
[Your Institution]  
[Email Address]  
[Phone Number]

[Date]

[Chair Name]  
Provost Search Committee  
[College Name]  
[College Address]

Dear Members of the Search Committee:

I am writing to express my enthusiastic interest in the position of Provost and Dean of the Faculty at [College Name]. As a dedicated advocate for the transformative power of a liberal arts education, I have long admired [College Name]'s commitment to [mention a specific college value, e.g., undergraduate research, inclusive excellence, or civic engagement].

Currently serving as [Current Title] at [Current Institution], I have developed a leadership philosophy rooted in shared governance, transparency, and academic rigor. My experience aligns with the strategic priorities outlined in your leadership profile, particularly in the areas of:

- **Academic Innovation:** [Briefly describe experience with curriculum development or interdisciplinary programs].
- **Faculty Development:** [Briefly describe experience supporting teacher-scholars and tenure/promotion processes].
- **Diversity, Equity, and Inclusion:** [Briefly describe experience embedding DEI into academic affairs].
- **Resource Management:** [Briefly describe experience with budgeting and alignment of fiscal resources with mission].

At [College Name], I see an opportunity to strengthen the integration of [specific area, e.g., the student experience and the academic core]. I am particularly drawn to your recent initiatives in [mention a specific college program] and believe my background in [specific skill] would serve the faculty and students well during this next chapter of the college's history.

I welcome the opportunity to discuss how my vision for academic leadership aligns with the mission of [College Name]. Thank you for your time and for your consideration of my candidacy.

Sincerely,

[Your Name]