

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

[Date]

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

Dear members of the Search Committee,

It is with great interest that I submit my application for the position of Provost at [College Name]. As an experienced academic leader with a commitment to the distinctive mission of private liberal arts education, I am drawn to [College Name]'s reputation for [mention a specific college value or strategic goal].

Currently serving as [Current Position] at [Current Institution], I have led initiatives focused on academic excellence, faculty development, and student success. My leadership philosophy is rooted in shared governance and transparent communication, ensuring that academic programming aligns with the institutional mission and financial sustainability.

During my tenure at [Current Institution], I achieved the following key milestones:

- [Insert achievement regarding curriculum development or accreditation]
- [Insert achievement regarding faculty recruitment or diversity initiatives]
- [Insert achievement regarding budget management or resource allocation]

At [College Name], I am eager to address the challenges facing private higher education today, including [mention specific challenge like enrollment, digital transformation, or community engagement]. I am confident that my background in [specific discipline or administrative area] makes me an ideal fit to serve as your next chief academic officer.

Thank you for your time and consideration. I look forward to the possibility of discussing how my leadership can contribute to the future of [College Name].

Sincerely,

[Your Signature]

[Your Printed Name]