

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

[Date]

[Chair Name], Search Committee Chair  
[Office of the President/Search Committee]  
[University Name]  
[Address]

Dear Members of the Search Committee,

I am writing to express my enthusiastic interest in the position of Provost and Vice President for Academic Affairs at [University Name]. As a [Current Title] with a track record of fostering research excellence and interdisciplinary collaboration, I have long admired [University Name]'s commitment to [mention a specific university pillar, e.g., global innovation/land-grant mission].

In my current role at [Current Institution], I have successfully managed [mention scale of budget or faculty size]. My leadership has been defined by:

- **Strategic Academic Planning:** [Describe a specific initiative regarding curriculum development or accreditation].
- **Research Growth:** [Detail experience increasing external funding, supporting R1/R2 status, or enhancing lab infrastructure].
- **Faculty Development:** [Briefly mention efforts in tenure-track support, diversity, equity, and inclusion].

[University Name]'s recent initiatives in [mention a specific program or strategic plan goal] align perfectly with my belief that a modern research university must balance elite scholarship with student success. I am particularly interested in how I might support your faculty in [mention a specific challenge, e.g., navigating the AI landscape or expanding graduate fellowships].

I am prepared to bring a transparent, collaborative, and data-informed approach to the Provost's office. I look forward to the possibility of discussing how my experience in academic leadership can serve the students, faculty, and staff of [University Name].

Sincerely,

[Your Signature]  
[Your Typed Name]