

[Your Full Name]
[Current Title/Rank]
[Street Address]
[City, State, Zip Code]
[Phone Number] | [Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Chair Name/Search Committee Chair]
Provost Search Committee
[University Name]
[Department/Office]
[University Address]

Dear Members of the Search Committee and [Title/Last Name of Chair],

It is with great enthusiasm that I submit my application for the position of Provost and Senior Vice President for Academic Affairs at [University Name]. As a seasoned academic leader with a commitment to [Core Value: e.g., student success, research excellence, or institutional innovation], I have followed [University Name]'s recent achievements in [Specific University Initiative] with great interest.

Currently serving as [Current Position] at [Current Institution], I have spearheaded initiatives that align closely with the strategic goals of your institution. My leadership style is defined by collaborative governance and data-informed decision-making. Key highlights of my tenure include:

- **Strategic Academic Planning:** [Briefly describe a major curriculum overhaul or strategic plan implemented].
- **Faculty Development & Diversity:** [Describe efforts in recruitment, retention, or tenure track support].
- **Fiscal Stewardship:** [Detail experience managing multi-million dollar budgets or securing external funding/grants].
- **Student Success:** [Outline improvements in retention, graduation rates, or experiential learning].

At [University Name], I am particularly drawn to the challenge of [mention a specific challenge from the job description, e.g., expanding the research enterprise or navigating the changing landscape of higher education enrollment]. I am confident that my experience in [Specialized Skill] will allow me to provide the visionary leadership necessary to elevate [University Name]'s academic profile.

I welcome the opportunity to discuss how my background in senior academic administration can serve the faculty, students, and staff of [University Name]. Thank you for your time and for your consideration of my candidacy.

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]