

[YOUR FULL NAME]

[Street Address] | [City, State, Zip Code]
[Phone Number] | [Professional Email]
[LinkedIn Profile/Professional Website Portfolio]

[Date]

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

Dear Members of the Search Committee:

Re: Application for Provost and Vice President for Academic Affairs

[Introductory Paragraph: Express formal interest in the position. Briefly summarize your current executive leadership role and how your vision aligns with the university's mission, specific strategic plan, or institutional designation.]

[Academic Leadership & Strategy: Detail your experience in overseeing academic programs, accreditation processes, and faculty development. Highlight your ability to foster academic excellence across diverse colleges and departments.]

[Administrative & Financial Stewardship: Discuss your experience with complex budget management, resource allocation, and organizational restructuring. Mention your collaboration with the President and Board of Trustees.]

[Student Success & Diversity: Provide evidence of initiatives that improved student retention, graduation rates, and inclusivity. Address your commitment to diversity, equity, and inclusion within the faculty and student body.]

[Research & Partnership: Highlight your record in securing external funding, supporting research infrastructure, and building community or industry partnerships that enhance the university's regional and national standing.]

[Closing: Reiterate your enthusiasm for the role. Mention your desire to discuss how your leadership style can serve [University Name] in an interview.]

Sincerely,

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