

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title, e.g., Search Committee Chair]
[Department of Global Engagement/International Affairs]
[University Name]
[University Address]

Dear [Mr./Ms./Dr. Last Name],

I am writing to express my enthusiastic interest in the **Director of International Programs** position at [University Name], as advertised on [Platform where job was found]. With over [Number] years of experience in international education administration and a proven track record of fostering global academic partnerships, I am eager to contribute to [University Name]'s mission of global engagement and student mobility.

In my current role as [Current Job Title] at [Current Institution], I have successfully overseen [specific achievement, e.g., a 20% increase in study abroad participation or the development of three new faculty-led programs]. My expertise includes managing complex budgets, navigating SEVIS compliance and F/J visa regulations, and implementing strategic initiatives that enhance the international student experience. I am deeply committed to providing comprehensive support services that ensure both inbound and outbound students thrive in diverse cultural environments.

[University Name]'s reputation for [mention a specific university strength, e.g., its robust research partnerships in Southeast Asia or its commitment to inclusive excellence] aligns perfectly with my professional philosophy. I am particularly drawn to your institution's goal of [mention a specific goal from the job description, e.g., expanding ESL programming or diversifying international recruitment markets]. I am confident that my background in [mention a skill, e.g., risk management or curriculum internationalization] will allow me to lead your international office with innovation and efficiency.

I welcome the opportunity to discuss how my leadership experience and passion for international education can support the strategic growth of [University Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]