

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

[Date]

[Hiring Manager Name]  
[Title, e.g., Vice President of University Advancement]  
[Search Committee Chair]  
[University Name]  
[Department Address]  
[City, State, Zip Code]

Dear [Mr./Ms./Dr.] [Last Name] and Members of the Search Committee,

It is with great enthusiasm that I submit my application for the position of Executive Director of University Advancement at [University Name]. With a proven track record in strategic fundraising, alumni engagement, and institutional growth within higher education, I am eager to bring my expertise in [Specific Skill, e.g., Capital Campaigns or Principal Gifts] to your esteemed institution.

In my current role as [Current Job Title] at [Current Institution], I have successfully led initiatives that resulted in [Percentage/Dollar Amount] growth in annual giving and managed a diverse portfolio of high-net-worth donors. My approach emphasizes the intersection of data-driven strategy and authentic relationship building, ensuring long-term sustainability for university programs. I have also played a pivotal role in [mention a specific achievement, such as a major campaign launch or cross-departmental collaboration].

[University Name]'s reputation for [mention a specific university value or recent achievement] aligns perfectly with my professional philosophy. I am particularly drawn to this opportunity to oversee the advancement team and work closely with university leadership to enhance the [University Name] brand and philanthropic impact. I am confident that my experience in navigating complex academic environments will allow me to contribute immediately to your strategic goals.

Thank you for your time and consideration of my candidacy. I look forward to the possibility of discussing how my background in advancement leadership can support the continued excellence of [University Name].

Sincerely,

[Your Signature]

[Your Printed Name]