

[Your Full Name]
[Your Address]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Search Committee Chair Name, if known]
[Title]
[Department]
[Institution Name]
[Institution Address]

Dear [Chair Name or Search Committee],

It is with great enthusiasm that I submit my application for the position of Chief Diversity Officer at [Institution Name]. As a dedicated advocate for inclusive excellence with [Number] years of experience in higher education administration, I have consistently worked to bridge the gap between institutional policy and the lived experiences of diverse campus populations.

In my current role at [Current/Previous Institution], I led the development of a comprehensive Strategic Diversity Plan that resulted in a [Percentage]% increase in underrepresented faculty hiring and the establishment of a robust bias response protocol. I understand that the Chief Diversity Officer serves as a critical bridge between the administration, faculty, staff, and students. My approach focuses on data-driven decision-making paired with empathetic leadership to foster a sense of belonging for all stakeholders.

[Institution Name]'s commitment to [mention a specific institutional value or recent DEI initiative] deeply resonates with my professional philosophy. I am particularly impressed by your efforts in [Specific Program or Initiative] and am eager to bring my expertise in restorative justice practices and equitable resource allocation to further these goals. My experience managing multi-million dollar budgets and cross-functional teams ensures that I can translate DEI vision into operational reality.

I welcome the opportunity to discuss how my background in organizational change and my passion for equity can contribute to the continued growth of [Institution Name]. Thank you for your time and consideration of my candidacy.

Sincerely,

[Your Signature, if sending by mail]
[Your Printed Name]