

[Your Full Name]  
[Street Address] | [City, State, Zip]  
[Phone Number] | [Email Address]  
[LinkedIn Profile/Professional Website]

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[Date]

[Chair Name/Search Committee Chair]  
Provost Search Committee  
[University/Institution Name]  
[Department/Administrative Office Address]  
[City, State, Zip]

Dear Members of the Search Committee and [Title/Name of President if applicable],

**RE: Application for the Position of Provost and Executive Vice President**

[First paragraph: State your formal interest in the position. Briefly mention your current high-level academic leadership role and how your vision aligns with the institution's specific strategic mission or recent initiatives.]

[Second paragraph: Detail your experience in academic affairs and faculty governance. Highlight achievements in curriculum innovation, faculty recruitment/retention, and tenure processes. Use specific metrics regarding program growth or accreditation successes.]

[Third paragraph: Address the "Executive Vice President" aspect. Discuss your experience with institutional budgeting, resource allocation, and cross-departmental operations. Mention your ability to manage complex fiscal landscapes and diverse stakeholder interests.]

[Fourth paragraph: Focus on student success, diversity, equity, and inclusion. Explain your philosophy on student-centered learning and your proven track record in fostering an inclusive campus climate for students, staff, and faculty.]

[Fifth paragraph: Mention external relations, such as fundraising, community partnerships, or legislative advocacy. Emphasize your ability to represent the university to alumni, donors, and the public.]

[Closing paragraph: Summarize your readiness to lead the institution's academic enterprise. Express your desire for an interview to discuss how your leadership style will benefit [University Name].]

Sincerely,

[Handwritten Signature Placeholder]

[Your Typed Name]

[Current Academic Title]