

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

[Date]
[Name of Search Committee Chair]
[Title, e.g., Chair, CFO Search Committee]
[University Name]
[Department/Office Address]
[City, State, Zip Code]

Dear [Title and Name of Search Committee Chair/Members of the Search Committee],

It is with great interest that I submit my application for the position of Chief Financial Officer at [University Name], as advertised [mention source]. With over [Number] years of experience in senior financial leadership within [higher education/complex public sectors], I have developed a deep expertise in aligning fiscal management with institutional academic missions.

Throughout my tenure as [Current/Most Recent Title] at [Current Institution], I have successfully overseen a budget of [Dollar Amount], encompassing tuition revenue, state appropriations, research grants, and endowment distributions. My strategic initiatives led to [mention a major financial achievement, e.g., a credit rating upgrade, a successful bond issuance, or a 15% reduction in administrative overhead]. I am particularly drawn to [University Name]'s commitment to [mention a specific university value, e.g., expanding access, research excellence, or capital improvements].

My core competencies include:

- **Strategic Resource Allocation:** Implementing multi-year financial planning models that support long-term sustainability and academic innovation.
- **Capital Planning & Debt Management:** Managing complex physical plant requirements and master plan financing.
- **Governance & Compliance:** Working closely with Boards of Trustees and state regulatory bodies to ensure transparency and accountability.
- **Collaborative Leadership:** Partnering with Provosts and Deans to balance academic priorities with fiscal realities.

I am eager to bring my background in [specific skill, e.g., RCM budget modeling or auxiliary services optimization] to [University Name] to help navigate the evolving financial landscape of higher education. I look forward to discussing how my experience in fiscal stewardship can contribute to the continued success of your institution.

Sincerely,

[Your Signature]

[Your Printed Name]