

**[Your Full Name]**

[Address, City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Name of Search Committee Chair or Hiring Manager]

[Title, e.g., Chair of the Search Committee]

[Institution Name]

[Department/Office of Human Resources]

[Address, City, State, Zip Code]

**RE: Vice Chancellor of Administrative Services - [Job Requisition Number]**

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

[Opening Paragraph: Express formal interest in the Vice Chancellor of Administrative Services position. Briefly mention your current executive role and how your background in fiscal management and institutional operations aligns with the college's or university's strategic goals.]

[Second Paragraph: Detail your experience in financial stewardship. Focus on budget development, long-range financial planning, audit compliance, and resource allocation within a complex higher education environment.]

[Third Paragraph: Highlight your leadership in administrative operations. Include experience managing diverse departments such as Information Technology, Facilities and Capital Projects, Human Resources, and Public Safety. Mention specific successes in improving operational efficiency or infrastructure.]

[Fourth Paragraph: Discuss your philosophy on collaborative governance and diversity. Explain how you work with faculty, staff, and students to ensure administrative services support the academic mission and student success.]

[Closing Paragraph: Summarize your fit for the institution. Express enthusiasm for the opportunity to contribute to their executive leadership team. State your availability for an interview.]

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]