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March 15, 2015

Dear Add Names of Members of the CEO Search Committee,

I am enthusiastically submitting my application for the new CEO position of the ABC Organization. I learned of this opportunity through several channels and I am honored to be nominated by John Doe, Assistant Vice Chancellor of the XYZ University.

This opportunity comes at a perfect time in my professional career. Just last summer, I presented at national and regional conferences on the “Future of ABC.” I framed my background research for these talks around a series of revolutionary, and potentially disruptive technologies that will shape Organization XYZ’s work in the years ahead. In the attached PDFs, you will see these talks highlighted opportunities in examples listed here, just to name a few areas where innovation and entrepreneurship will generate new value and opportunities.

Over the course of my nearly 18 years as a faculty member, I developed a professional – and personal – interest in leading change and forward thinking, particularly with strategic planning and the integration of technology into Organization XYZ’s education. As Vice Chancellor at ABC Organization, I oversaw the launch of the “Name Here” initiative, a visionary/creative process. Additionally, I led four Deans and Directors through a comprehensive grant development, RFA, and evaluation process. Our goal was to incentivize technology-based projects with \$1.5 million in seed investments. We successfully developed and enhanced platforms that will lead to improved collaboration across divisional cultures and program area silos, and, we will increase program access for new audiences as we generate new revenue opportunities in an era of shrinking budgets.

I also have years of administrative leadership in building consensus and helping launch innovative projects, the most recent being the ABC Program. In my role as Job Title, I supported John Doe as we deployed and launched the program’s first full year of operation. This unique degree program engages faculty in our 12 two-year and four-year institutions to create self-guided and constructed learning opportunities to help students earn an undergraduate degree on the basis of skills from work experience and online learning, while intensively supporting students through personalized success coaching.

The opportunity to lead and serve Organization ABC in my executive role was a truly invigorating experience. I feel that Organization XYZs nationwide needs to move in new and innovating directions. We must reinvent our use of technology and communications – not just to better meet the needs of our customers, but also to address our escalating challenges to recruit, develop and retain the next generations of leaders within our workforce.

We need to move the needle in significant ways, and the Organization ABC provides a new and fresh direction to help us get there. I welcome the opportunity to work hand-in-hand with leaders nationwide. I would bring a critical eye with experience in increasing financial sustainability; bolstering the education and applied research missions and agendas; and, helping drive solutions to

complex and seemingly intractable inter- and trans- disciplinary problems such as global hunger, poverty, climate change, and sustainability.

You will see that my CV reflects the criteria and priorities for the CEO position including: **accountability, governance, finance and program development**. Let me expound on these briefly:

Accountability: Throughout the past seven years, accountability has been a major focus of my administrative leadership. 1-2 examples listed here with outcomes.

Governance: My governance work is extensive with advisory Boards and Boards of Directors. I have experienced the different styles, strengths, and operational preferences of Chief Operating and Executive Officers, General Managers and other leaders who move large business units forward with attention to new markets, new technology solutions, and entirely new ways of thinking. 1-2 examples listed here with outcomes.

Finance: I have more than 25 years experience in growing revenues, and, implementing new efficiencies to manage shrinking budgets. A great organizational leader must understand the finances deeply and work with a team of trusted finance experts and advisors. 1-2 examples listed here with outcomes.

Program Development: In the private and public sector, I focus on customer needs first in program development. This requires developing relationships and listening to our partners and customers. 1-2 examples listed here with outcomes.

I am extremely excited about the opportunity to work collaboratively with a board of progressive leaders nationwide through the CEO role. I am very eager to discuss this position and my qualifications at any time by phone, face-to-face or by video-conference. I look forward to speaking with you.

Thank you for your time and consideration.

Sincerely,

Name

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