**Robert Smith**

**Associate Dean**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Kindly accept my application for the position of Associate Dean at [XXX University]. I strongly believe that my educational qualifications and the skills I’ve acquired through my hand on experience of 5+ years as an Associate Dean at [YYY University] make me the most suitable candidate for the vacancy you advertised for.

[XXX University] is one of the leading universities in the country engaged in providing quality education and all-round development and excellence of the students. It will be an honor for me to work for an institution of such repute.

My association with [YYY University] has helped me handle the administration, financial, educational, and brand-building responsibilities associated with this high-profile job. It requires deep knowledge of the educational field and academic expertise along with managerial skills to handle a top university. Presently, I handle the following responsibilities.

* Handle budgeting related to academics and non-academics.
* Preparing curriculum and new methodologies of teaching.
* Hiring and training and evaluation of the staff and faculty.
* Resolving student and parent complaints and grievances.
* Establish a standard attendance and examination system.
* Take decisions related to curriculum, faculty, budget, scheduling, course delivery, and facilities.

Having had the experience of being a senior professor of science for the past 20 years, I have come a long way and worked with many universities across the globe. I was awarded the best senior professor and best Head of the department award for my exceptional contribution. I am ready to share my experience and knowledge if given an opportunity.

Thank you for your time and consideration.

Sincerely,

[Your Name]

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