

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Title]

[Department Name]

[Institution Name]

[Institution Address]

Dear [Mr./Ms./Dr. Last Name],

I am writing to express my enthusiastic interest in the Adjunct Instructor position for the [Course Name/Subject Area] program within the Continuing Education department at [Institution Name]. With a professional background in [Your Industry/Expertise] and a commitment to lifelong learning, I am eager to help non-traditional students achieve their professional and personal goals.

Currently, I serve as [Current Job Title] at [Current Employer], where I have spent [Number] years honing my expertise in [Key Skill 1], [Key Skill 2], and [Key Skill 3]. Throughout my career, I have consistently found opportunities to mentor and train others, which has naturally led me toward the field of adult education.

My approach to teaching adult learners focuses on practical application and the integration of real-world scenarios into the classroom. In my previous experience [mention a specific teaching or training achievement], I successfully demonstrated the ability to adapt complex concepts for diverse audiences with varying levels of prior knowledge. I am confident that my ability to bridge the gap between academic theory and industry practice will provide immense value to your students.

I am particularly drawn to [Institution Name] because of its reputation for [mention a specific program or institutional value]. I am prepared to bring my current industry insights and a student-centered instructional style to your continuing education faculty.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background aligns with the needs of your department.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]