

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Search Committee Chair / Department Head]

Continuing Education Department

[Community College Name]

[College Address]

[City, State, Zip Code]

RE: [Job Title / Position Reference Number]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the [Position Title] position within the Continuing Education Department at [Community College Name], as advertised on [Where you saw the posting]. With a background in [Your Field/Specialty] and a commitment to lifelong learning, I am eager to contribute to your mission of providing accessible, high-quality educational opportunities to our diverse community.

In my previous role at [Previous Organization], I successfully [Action/Achievement related to adult education or administration]. This experience allowed me to develop a deep understanding of [Specific Skill, e.g., curriculum development, workforce training, or non-traditional student recruitment]. I am particularly drawn to [Community College Name] because of your reputation for [Specific Program or College Value], and I am confident that my ability to [Specific Skill] will directly benefit your current initiatives.

Continuing education requires a unique balance of academic rigor and practical flexibility to meet the needs of adult learners and industry partners. My approach centers on [Your Philosophy, e.g., student-centered engagement or data-driven program management]. I have a proven track record of collaborating with local businesses and community stakeholders to [Outcome, e.g., bridge skills gaps or increase enrollment].

I welcome the opportunity to discuss how my experience in [Area of Expertise] aligns with the goals of the Continuing Education Department. Thank you for your time and for considering my application.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]