

[Your Full Name]  
[Your Credentials - e.g., MSN, RN, PhD]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Institution/Organization Name]  
[Department Name]  
[Address]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my interest in the **Continuing Education Instructor** position at [Institution Name], as advertised via [Source]. With my background as a [Current/Recent Clinical Role] and my passion for professional development in the healthcare sector, I am confident in my ability to deliver high-quality, evidence-based instruction to your learners.

Throughout my [Number] years of clinical practice in [Specialty Area], I have consistently focused on bridging the gap between clinical theory and bedside practice. My experience includes [mention a specific teaching experience, such as "precepting new staff," "leading departmental in-services," or "developing curriculum for certification prep"]. I am committed to adult learning principles and ensuring that every CE module I lead is both engaging and directly applicable to clinical outcomes.

Some of my key qualifications include:

- [Key Skill 1: e.g., Expertise in AHA/BLS/ACLS instruction]
- [Key Skill 2: e.g., Proficiency in Learning Management Systems (LMS) and virtual simulation]
- [Key Skill 3: e.g., Experience in curriculum design following ANCC or equivalent standards]

I am impressed by [Institution Name]'s reputation for [mention a specific program or value of the organization], and I am eager to contribute to the ongoing professional growth of your healthcare staff. I welcome the opportunity to discuss how my clinical expertise and instructional style align with the needs of your department.

Thank you for your time and consideration.

Sincerely,

[Signature]

[Your Printed Name]