

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

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

Dear [Hiring Manager Name or "Search Committee"],

I am writing to express my interest in the [Position Title] position at [Institution Name], as advertised on [Where You Found the Ad]. With [Number] years of professional experience in [Industry/Subject Matter] and a strong background in adult pedagogy, I am confident in my ability to deliver engaging and impactful online continuing education courses for your learners.

Throughout my career, I have developed a deep expertise in [Key Skill or Topic]. My experience includes [Specific Achievement or Responsibility], which has prepared me to translate complex concepts into accessible, practical knowledge for working professionals. I am proficient in utilizing Learning Management Systems (LMS) such as [Canvas/Blackboard/Moodle/etc.] and am adept at facilitating synchronous and asynchronous learning environments.

My approach to online instruction focuses on [Instructional Philosophy, e.g., active learning, case-based studies, or interactive media]. I am particularly drawn to [Institution Name] because of your commitment to [Mention a specific program or value of the institution]. I am eager to bring my practical industry insights to your continuing education department to help students achieve their professional development goals.

Thank you for your time and consideration. I have attached my resume and a list of courses I am qualified to instruct. I look forward to the possibility of discussing how my background aligns with the needs of [Institution Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]