

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

[Date]

[Hiring Manager Name]  
[Title/Search Committee Chair]  
[Department of Continuing Education]  
[University Name]  
[University Address]

Dear [Name or Search Committee],

I am writing to express my enthusiastic interest in the **[Course Title/Subject Area]** Continuing Education Instructor position at **[University Name]**, as advertised on **[Platform where you found the ad]**. With a background in **[Your Field]** and **[Number]** years of professional experience, I am eager to bring my practical expertise to your adult learner community.

Currently, I serve as **[Current Job Title]** at **[Company/Institution]**, where I focus on **[Brief description of primary responsibility]**. Throughout my career, I have developed a deep understanding of **[Specific Skill or Industry Standard]**. I believe that continuing education is vital for workforce development, and I am committed to translating complex industry concepts into actionable knowledge for non-traditional students.

My teaching philosophy centers on active learning and professional relevance. In my previous experience **[mention a specific teaching or training instance]**, I successfully **[mention a result, e.g., improved student outcomes or developed a new curriculum]**. I am particularly drawn to **[University Name]**'s program because of its reputation for **[Specific Program Strength]**. I am prepared to deliver instruction in **[In-person/Online/Hybrid]** formats using **[mention specific LMS or tools]**.

I have attached my CV and a proposed syllabus for **[Proposed Course Name]** for your review. I look forward to the possibility of discussing how my professional experience and pedagogical approach can contribute to the growth of your department. Thank you for your time and consideration.

Sincerely,

[Signature (if sending by mail)]

[Your Printed Name]