

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile/Portfolio URL]

[Current Date]

[Hiring Manager Name]
[Search Committee Chair]
[Institution Name]
[Department Name]
[Institution Address]

Dear [Hiring Manager Name or Search Committee],

I am writing to formally express my interest in the **Academic E-Learning Coordinator** position at [Institution Name], as advertised on [Platform Name]. With a background in [Instructional Design/Educational Technology/Academic Leadership] and a proven track record of managing digital learning ecosystems, I am eager to facilitate the integration of innovative pedagogical strategies within your institution.

In my current role as [Current Title] at [Current/Previous Institution], I have successfully led the implementation of [Specific LMS or Tool], resulting in a [Percentage]% increase in faculty adoption of online course components. My approach centers on bridging the gap between instructional theory and technological application, ensuring that e-learning initiatives are not only technically sound but also pedagogically rigorous and accessible.

I am particularly drawn to [Institution Name] because of your commitment to [mention a specific program, mission statement, or recent digital initiative]. I am confident that my experience in faculty professional development, digital accessibility compliance, and learning analytics aligns with your goals to enhance the student digital experience. Specifically, I offer expertise in:

- Designing and facilitating faculty workshops on hybrid and asynchronous teaching.
- Managing cross-departmental projects to streamline online course quality assurance.
- Evaluating emerging educational technologies to ensure scalability and cost-effectiveness.

I welcome the opportunity to discuss how my technical proficiency and collaborative leadership style can support the digital growth of [Institution Name]. Thank you for your time and consideration of my application.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]