

[Your Full Name]

[Address, City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Director of Academic Technology]

[Department/Office Name]

[University/Institution Name]

[Institution Address]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the **Academic Learning Experience Designer** position at [University Name], as advertised on [Platform]. With a background in [Your Degree, e.g., Instructional Design/Educational Technology] and [Number] years of experience designing evidence-based learning solutions in higher education, I am eager to contribute to [Department Name]'s mission of fostering innovative and inclusive pedagogy.

In my recent role at [Current/Previous Institution], I led the design and development of [Type of Project, e.g., asynchronous online degree programs or faculty development workshops]. By applying [Specific Frameworks, e.g., Universal Design for Learning (UDL), ADDIE, or Backward Design], I successfully [mention a specific achievement, e.g., increased student engagement scores by X% or streamlined the course migration process for X courses]. I am particularly adept at bridging the gap between complex pedagogical theories and practical application within [Learning Management System, e.g., Canvas, Blackboard, or Moodle].

I am drawn to [University Name] because of your commitment to [mention a specific university initiative, e.g., digital equity or competency-based learning]. I am confident that my ability to collaborate with subject matter experts to transform curriculum into engaging, learner-centered experiences aligns perfectly with the goals of your academic design team. I bring technical proficiency in [mention tools, e.g., Articulate Storyline, Adobe Creative Cloud, or HTML/CSS] combined with a deep understanding of adult learning principles.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in academic design can support the faculty and students at [University Name].

Sincerely,

[Your Name]