

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

[Date]

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

Dear [Dr./Mr./Ms.] [Last Name],

**RE: Application for [Job Title] (Job ID: #[Number])**

I am writing to express my enthusiastic interest in the [Job Title] position at [Institution Name], as advertised on [Where you saw the ad]. With a background in [Your Field] and [Number] years of experience in instructional design and pedagogical strategy, I am eager to contribute to your department's mission of academic excellence.

In my recent role at [Previous Institution], I spearheaded the development of [Type of Curriculum, e.g., undergraduate STEM modules]. My approach integrates [Specific Methodology, e.g., Backward Design or Universal Design for Learning] to ensure measurable learning outcomes. Notable achievements include [Briefly mention a specific project, e.g., a 15% increase in student retention or the successful migration of 20 courses to an online format].

I am particularly drawn to [Institution Name] because of your commitment to [mention a specific institutional value or recent initiative]. I am confident that my expertise in [Skill 1: e.g., Assessment Mapping], [Skill 2: e.g., Faculty Training], and [Skill 3: e.g., Educational Technology] aligns with the goals of your curriculum committee.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in curriculum development can support the continued growth of [Department Name].

Sincerely,

[Signature (if sending by mail)]

[Your Printed Name]