

[Full Name]

[Street Address]

[City, State, Zip Code]

[Email Address] | [Phone Number]

[Portfolio URL/LinkedIn Profile]

[Date]

[Hiring Manager Name]

[Search Committee Chair, if applicable]

[Department Name]

[Institution Name]

Dear [Search Committee/Dr. Last Name],

[Introduction]: State the specific position (e.g., Instructional Designer, Digital Pedagogy Specialist, Educational Developer) and how your background in digital learning align with the institution's mission.

[Pedagogical Philosophy]: Describe your approach to online and hybrid learning. Mention specific frameworks such as Universal Design for Learning (UDL), SAMR, or TPACK. Explain how you center student engagement and equity in digital spaces.

[Technical Proficiency & Implementation]: Detail your experience with Learning Management Systems (LMS) and emerging educational technologies. Provide a brief example of a course or digital tool you successfully integrated to improve learning outcomes.

[Faculty Collaboration & Leadership]: Highlight your experience in consulting with faculty or stakeholders. Discuss how you bridge the gap between technical tools and effective teaching practices through professional development or workshops.

[Conclusion]: Reiterate your enthusiasm for the role and the institution. Express interest in discussing how your pedagogical expertise can contribute to their digital learning initiatives.

Sincerely,

[Signature/Typed Name]