

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [Portfolio URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **Instructional Design Program Manager** position at [Company Name]. With a background in [Number] years of educational technology and strategic program oversight, I am confident in my ability to scale high-impact learning initiatives that align with [Company Name]'s organizational goals.

In my previous role as [Current/Previous Job Title], I led the end-to-end lifecycle of [Type of Program, e.g., Global Onboarding or Leadership Development]. I successfully managed a team of [Number] designers and developers to deliver [Specific Project], resulting in a [Percentage/Metric] increase in learner engagement. My approach combines pedagogical rigor with agile project management to ensure learning solutions are delivered on time and within budget.

My core competencies include:

- **Strategic Roadmap Planning:** Aligning learning objectives with business KPIs.
- **Stakeholder Management:** Collaborating with SMEs and executive leadership to identify performance gaps.
- **LMS/LX Administration:** Leveraging [Specific Tools, e.g., Articulate 360, Canvas, or Workday Learning] for data-driven optimization.
- **Process Improvement:** Standardizing design workflows to reduce production time by [Percentage].

I am particularly drawn to [Company Name] because of your commitment to [Mention a specific company value or recent initiative]. I am eager to bring my expertise in cross-functional leadership and instructional excellence to your team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience can contribute to the continued growth of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]