

[Full Name]
[Street 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 Name]
[University/Institution Name]
[Institution Address]

Dear [Search Committee/Dr. Last Name],

I am writing to express my enthusiastic interest in the Instructional Systems Designer position at [University Name], as advertised on [Platform]. With a background in [Your Degree, e.g., M.S. in Instructional Design] and [Number] years of experience developing evidence-based curriculum for higher education, I am eager to contribute to [Department Name]'s mission of pedagogical excellence.

In my recent role at [Previous Institution], I collaborated with faculty to transition [Number] courses to a hybrid model, ensuring compliance with Quality Matters (QM) standards and ADA accessibility guidelines. My approach integrates [Specific Theory, e.g., Backward Design or ADDIE] with modern learning technologies such as [LMS Name, e.g., Canvas or Blackboard]. I specialize in bridging the gap between complex academic content and engaging learner-centered experiences.

I am particularly drawn to [University Name] because of your commitment to [Specific Institution Goal, e.g., inclusive pedagogy or online graduate growth]. I am confident that my technical proficiency in [Software, e.g., Articulate Storyline, Adobe Captivate] and my ability to foster strong faculty partnerships will allow me to make immediate contributions to your instructional design team.

Thank you for your time and consideration. I look forward to discussing how my experience in designing rigorous and accessible academic programs aligns with the goals of [University Name].

Sincerely,

[Your Signature]

[Typed Name]