

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name/Search Committee Chair]

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

[Department Name]

[Institution Name]

[Institution Address]

Dear [Dr./Mr./Ms. Last Name or Search Committee],

I am writing to express my enthusiastic interest in the Instructional Technology Specialist position at [Institution Name], as advertised on [Platform/Website]. With a background in [Your Degree, e.g., Educational Technology] and [Number] years of experience supporting faculty in [Higher Education/K-12] environments, I am confident in my ability to enhance the digital pedagogical landscape of your institution.

In my current role at [Current/Previous Institution], I have led the implementation of [Specific Technology or LMS], resulting in a [Percentage]% increase in faculty adoption of blended learning strategies. I specialize in bridging the gap between complex technical tools and effective instructional design, ensuring that technology serves as a catalyst for student engagement rather than a barrier. My experience includes designing multimedia course content, facilitating faculty workshops on [Specific Tool, e.g., Canvas, Blackboard, or AI integration], and providing one-on-one troubleshooting and pedagogical consultation.

[Institution Name]'s commitment to [Specific Institutional Initiative, e.g., accessibility, remote learning, or innovative research] aligns perfectly with my professional philosophy. I am particularly impressed by your recent work in [Specific Department or Project] and am eager to contribute my expertise in [Technical Skill, e.g., OER, Gamification, or Universal Design for Learning] to further these goals.

I am eager to bring my unique blend of technical proficiency and instructional insight to the [Department Name] team. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can support the faculty and students at [Institution Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]