

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Search Committee Chair, if applicable]

[Department Name]

[Institution/University Name]

[Institution Address]

Re: Application for Lead Instructional Design Faculty position

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the Lead Instructional Design Faculty position at [Institution Name], as advertised on [Platform where you found the listing]. With my background in [Number] years of pedagogical leadership, curriculum development, and [Specific Research Area or Technology Expertise], I am confident in my ability to guide the instructional vision of your department.

In my current role at [Current Institution/Organization], I have led several high-impact initiatives, including [Mention a specific accomplishment, e.g., the transition to a new LMS or the development of a flagship online program]. My approach to instructional design is rooted in [Mention specific theories, e.g., Constructivism, UDL, or Adult Learning Theory], ensuring that learning outcomes are not only met but exceed institutional standards for engagement and accessibility.

As a faculty lead, I prioritize mentorship and collaborative growth. I have successfully managed teams of [Number] designers and subject matter experts to deliver [Type of courses, e.g., competency-based or asynchronous] programs. My commitment to staying at the forefront of educational technology, including [Mention specific tools, e.g., AI integration or VR/AR], allows me to provide faculty with the innovative support necessary for modern higher education environments.

I am particularly drawn to [Institution Name] because of your commitment to [Mention a specific value of the school, e.g., student-centered learning or community outreach]. I am eager to bring my expertise in faculty development and quality assurance frameworks like [Quality Matters/OLC] to your esteemed team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my leadership experience can support the strategic goals of [Department Name].

Sincerely,

[Your Signature]

[Your Printed Name]