

[Your Full Name]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL / Portfolio Link]

[Date]

[Hiring Manager Name]

[Organization Name]

[Organization Address]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the **Instructional Designer** position at [Company/Institution Name], as advertised on [Where you saw the job post]. With a background in [Education/Curriculum Development/Educational Technology] and a proven track record of creating engaging, pedagogically sound online learning experiences, I am confident in my ability to contribute to your instructional goals.

In my previous role at [Current/Previous Employer], I specialized in designing [synchronous/asynchronous] modules using the [ADDIE/SAM/Backward Design] framework. My experience includes:

- Collaborating with Subject Matter Experts (SMEs) to translate complex concepts into accessible digital content.
- Authoring interactive coursework using [Storyline/Rise/Captivate] and managing content within [Canvas/Blackboard/Moodle/Workday].
- Implementing multimedia elements and accessibility standards (WCAG 2.1) to ensure inclusive learning environments.

I am particularly drawn to [Company Name]'s commitment to [mention a specific company value or recent project]. I am eager to apply my expertise in [specific skill like gamification, video production, or assessment design] to help scale your online offerings and improve learner outcomes.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills in learning experience design can support the mission of [Company Name].

Sincerely,

[Your Name]