

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [Portfolio URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Search Committee Chair/Title]

[Department Name]

[University/Institution Name]

[University Address]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the Senior Instructional Designer position at [University Name], as advertised on [Platform/Website]. With over [Number] years of experience in pedagogical consulting, curriculum development, and learning technology integration within higher education, I am eager to contribute to [University Name]'s commitment to academic excellence and innovative online learning.

In my current role at [Current/Previous Institution], I lead the design and development of complex, high-enrollment courses across diverse disciplines. My approach centers on Quality Matters standards and Universal Design for Learning (UDL) to ensure inclusive, accessible, and learner-centric environments. Notably, I spearheaded [Project/Achievement, e.g., the transition of a flagship program to a synchronous-online hybrid model], which resulted in a [Percentage]% increase in student engagement scores.

I possess a deep technical proficiency in [LMS platforms, e.g., Canvas, Blackboard] and advanced authoring tools such as [e.g., Articulate Storyline, Adobe Captivate]. Beyond technical implementation, I pride myself on my ability to build collaborative relationships with faculty members, acting as a strategic partner to translate their subject matter expertise into effective digital pedagogy. My experience in managing multi-phased project lifecycles ensures that course launches are consistently on schedule and meet rigorous institutional standards.

I am particularly drawn to [University Name] because of your recent initiatives in [Specific University Initiative or Goal]. I am confident that my background in [Specialty, e.g., competency-based education or faculty development] aligns with the strategic vision of the [Department Name].

Thank you for your time and consideration. I look forward to the possibility of discussing how my expertise in instructional design can support the faculty and students at [University Name].

Sincerely,

[Your Signature]
[Your Typed Name]