

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Department Name]
[University Name]
[University Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the Course Design Specialist position at [University Name], as advertised on [Platform]. With a background in [Instructional Design/Educational Technology/Pedagogy] and a proven track record of developing rigorous, learner-centered curricula, I am eager to contribute to the academic excellence of your institution.

In my previous role at [Previous Institution/Organization], I collaborated with faculty subject matter experts to design and migrate over [Number] courses for [Online/Hybrid/In-Person] delivery. I specialized in applying [Quality Matters/Universal Design for Learning] frameworks to ensure accessibility and high engagement. My approach focuses on aligning measurable learning objectives with authentic assessments and interactive multimedia content to enhance student outcomes.

I am particularly drawn to [University Name]'s commitment to [mention a specific university initiative or value]. I possess advanced proficiency in [LMS Name, e.g., Canvas, Blackboard] and various authoring tools such as [Articulate Storyline/Adobe Captivate]. I am confident that my ability to bridge pedagogical theory with technical execution will make me a valuable asset to your instructional design team.

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

Sincerely,

[Your Name]