

Jane Doe
645 Any St.
Any Place, SC 00000

October 28, 2020

Mr. John Smith
The Learning Company
109 Learning Lane, Ste. 305
Any Place, SC 00015

Dear Mr. Smith,

I was excited to learn of the open position of Senior Instructional Designer at The Learning Company. Instructional Design is truly my passion. After working for five years in the field, I am ready and prepared to assume a senior role.

Based on the job announcement, you need an instructional designer who can lead a team of subject matter experts, writers, software developers, and trainers in designing instructional resources for organizations without in-house instructional design teams. My experience includes instructional design and development. I am proficient in several course authoring tools and in eLearning software development. You can click [here](#) for an online portfolio of my work samples.

One aspect of your company that I find impressive is your summer internship program that gives students in master's and graduate certificate programs opportunities to work with seasoned instructional design professionals. I know how important it is for aspiring instructional designers to have hands-on experience when looking for their first job. I would love to serve as a mentor to interns.

I appreciate your taking the time to consider my application, and I would be honored to meet with you to discuss what I can bring to your company. You can reach me at (555) 555-5555 or by email at jane@mymail.com. I look forward to hearing from you.

Sincerely,

Jane Doe