

Robert Smith

Instructional Technology Specialist

[Today's Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

I am submitting this letter in response to the job position for the post of Instructional Technology Specialist in ****. With my five years of experience in designing and delivering instructional materials and programs, coupled with my superb work ethic, I believe that I would significantly benefit your University. **** is one of the advanced universities in the country which took the initiative of applying various instructional methodologies to students. The University's systematic yet pragmatic approach to updating the learning techniques to meet the evolving concepts of science and technology never ceases to amaze me. I have been working as an Instructional Technology Specialist for the past five years at ***. During my tenure, I have played a pivotal role in designing and executing various instructional methodologies and techniques in compliance with college standards. Currently, I am tasked with the following duties –

- Strong background in instructional design and technology integration.
- Expertise in developing and delivering professional development for teachers, and a successful track record of integrating technology into the classroom.
- Familiarity with a variety of software tools, that are used for assessment, instruction, and productivity.
- Skilled in using various instructional technologies such as online tools, multimedia software, and learning management systems.
- Proficiency in creating instructional materials that are engaging and appealing.

In addition to my experience, my skills and expertise is formed with my Master's degree in Instructional Technology, and hence I have a strong background in both instructional design and technology integration, and I am confident that I would be able to help your staff learn these technologies quickly and use them effectively. My hardware knowledge will help teachers integrate it into their lessons. Most importantly, I am passionate about helping your faculty use technology to the optimum so that they can improve the student's learning. If given the opportunity, I would like to join your team and help both the students and teachers alike and make them proficient in taking advantage of the latest instructional technologies. Thanking you for your time and consideration.

Sincerely,
[Your Name]

CONTACT DETAILS

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J Dewey



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