**Michael F Langdon**

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September 4, 2022

Dear,

I am writing to apply for the  position with . I am an educational professional with over ten years of instructional design experience and 32 years of instructional experience.

In my previous position as a Basic Skills Instructor, I developed, designed, and redesigned over half a dozen courses. Having worked with experts in writing, English, and nursing, I understand what it takes to get experts to communicate their needs for the course’s design. Outcomes and goals provided by the experts are used to constantly guide the structure, content, and development of the course. When designing courses for students in the basic skills area, one must account for a wide variety of abilities and utilize software that will provide scaffolding, such as text to speech programs and other tools that make learning more accessible to everyone. I have a great deal of experience with content creation in the form of videos, interactive SCORM applications, and publications. My communications skills come from years of being an editor and content creator. Students and superiors have provided positive evaluations for many years.

Bringing my skills to  as an  is an opportunity I look forward to, and I am confident that you will agree that I have the skills required to be a productive member of your organization and team. Frankly, I can’t wait to meet with you to discuss my qualifications. Thank you in advance for this opportunity.

Sincerely,

Michael Langdon

