

Subject: Very Talented Graduate for **Instructional Designer**

Dear Mr. Kyzer:

Noting your posting on Monster for an Instructional Designer, I have a solid background in the areas of:

- \* Needs Analysis
- \* Instructional Design that focuses on systematic continuous improvement
- \* Facilitation of web-based training programs
- \* One-on-one training and coaching
- \* Content Development
- \* Customer Service
- \* Sales

I will complete a master's program in Instructional Design at the University of Massachusetts in May, focusing on Adult Learning Theory, Content Development, and Organizational Development.

I believe that the position you have advertised is an excellent fit with my qualifications.

I'll call you next week after you've had time to check out my resume.

Sincerely,

Shelby Barnum  
MyEmail@Usa.Net  
Phone: 555-555-0111