

SAMPLE "T LETTER"

Date

Hiring Manager Name
City, State and Zip Code
Phone Number
Email Address

Dear Hiring Manager:

The ILT Instructional Designer position posted on Monster is of great interest. My experience and qualifications related to the skills for the position are listed below.

Requirements	Qualifications
<ul style="list-style-type: none"> ▪ 3+ years of ILT Instructional Design experience 	<ul style="list-style-type: none"> ▪ More than 10 years of experience in Instructional Design, with extensive experience developing Instructor Led Training; participant guides and instructor guides.
<ul style="list-style-type: none"> ▪ Bachelor’s degree in English, Technical Communications, Instructional Design, or related field. 	<ul style="list-style-type: none"> ▪ Education includes an M.S. in Instructional Technology and a B.A. in English.
<ul style="list-style-type: none"> ▪ Pharmaceuticals/Biotechnology experience strongly desired 	<ul style="list-style-type: none"> ▪ 2 years of Instructional Design experience in the Pharmaceutical industry, clients included Wyeth, AstraZeneca and Pfizer.

I welcome the opportunity to discuss how my qualifications could benefit your organization. Please contact me at [list your email address] or [list your phone #] at your earliest convenience.

Thank you for your consideration.

Sincerely,

Name
Cell phone
Email address