

Helen Powers  
Norman, OK 73071

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To Whom It May Concern:

I am contacting you regarding an instructional designer position with your company. My educational background in instructional design, along with my professional experience, makes me an excellent candidate for this position.

As you will see from the enclosed résumé, I have more than 4 years of experience in the field of education, and am currently working toward completion of my Master of Education degree in the field of instructional design. My résumé shows that I have displayed success in the field of instructional design in an academic setting through the completion of progressively more complex projects. My commitment to personal and professional excellence, my excellent written and oral communication skills, and my uncompromising work ethic will make me a valuable addition to your organization.

If you have questions, or if you want to schedule an interview, please contact me. I look forward to meeting you to further discuss employment opportunities with your company.

Sincerely,

Helen Powers

Enclosure