

# Cover Letter

**Diane V. Fredericks** (LMS Administrator & Instructional Designer)

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Dear Hiring Manager,

My name is Diane Fredericks. I am writing to express my interest in the Instructional Designer position at XZY University. My Master's degree in Instructional Design from Grand Canyon University and my 9+ years of experience in the higher education field as an instructional designer has prepared me to be a successful and perfect fit for this opportunity.

As an LMS Admin and instructional designer at Oak Point university, I develop and lead the eLearning training initiatives and project plans and collaborate with subject matters to align and organize the eLearning content structure and ensure the content meets the required compliance. In addition, implementing the skills and knowledge, I attained from taking my master's degree allows me to analyze the learning needs and develop a systematic approach. It identifies and solves problem-solving areas using a formative evaluation to emerge and deliver the learning solution accordingly. Furthermore, it allows me to explore and shows my leadership, organizational skills, and project management skills that help me be more aware and knowledgeable of new and improved eLearning tools and strategies that I can use or implement in this position.

My philosophy to give insight and introduce fresh perspectives and new techniques allows the University to evolve and grow. With these qualities, I am able to facilitate positive change and impact outcomes.

For a more remarkable presentation of my professional background and qualifications, please visit my digital portfolio at [www.dianefredericks.com](http://www.dianefredericks.com) and review my attached resume. I greatly appreciate your consideration.

Thank you.

Kindest Regards,

Diane Fredericks