

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Instructional Designer

Dear Hiring Manager,

I am excited to apply for the Career Change Instructional Designer position at Acme Corporation, as advertised on LinkedIn. With a robust background in adult education and a passion for creating engaging learning experiences, I am eager to transition my skills into this dynamic role and contribute to your team's innovative approaches to instructional design.

In my previous position as a Training Coordinator at XYZ Corp, I developed and implemented a comprehensive onboarding program that improved new hire retention rates by 30% within the first six months. This initiative not only streamlined the training process but also enhanced employee engagement through interactive learning modules and real-world application scenarios. Additionally, I led a project to redesign our existing training materials, integrating multimedia elements and assessment tools that resulted in a 45% increase in participant satisfaction scores, as measured by post-training surveys. These experiences have equipped me with the foundational skills in instructional design methodologies, project management, and stakeholder collaboration that I can bring to Acme Corporation.

I am particularly drawn to this role at Acme Corporation due to your commitment to fostering an innovative learning environment. I am eager to leverage my experience in adult learning theory and technology integration to create impactful training solutions that resonate with diverse audiences. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Taylor