

September 13, 2017

To Whom It May Concern:

I am writing to express interest in the Instructional Designer position advertised at Kansas State University College of Arts and Sciences. My current position as a Technology Trainer for the Information Technology Assistance Center involves daily interaction with faculty, staff, and students, therefore, I am able to work with people at various levels of technical proficiency. I am the primary trainer for K-State On-Line powered by Canvas, and am also an administrator for both the Canvas learning management system (LMS) and the Qualtrics Survey system.

Over the past four years, I have developed highly effective learning solutions and have an exceptional reputation for assisting faculty with curriculum design as KSU transitioned to a new LMS. I also understand the requirements of the Americans with Disability Act as it pertains to course design and implementation. My experience includes presenting group trainings, workshops, and individualized assistance to deliver technical training, support, and consultation for K-State instructors. I possess advanced skills in online course development with pedagogical content and have experience in instructional technology within a university setting.

I am both willing and able to implement creative and unique ideas evolving techniques which meet the rapidly changing demands of a diverse population, with the objective of continuous improvement. I am accustomed to prioritizing and organizing my workload within a busy office environment and take pride in my ability to work independently, with minimum supervision.

I obtained a Business degree from KSU and a MBA from Emporia State University with an Information Systems concentration. As a member of the Canvas Implementation and Communication teams, I have experience with formal project management methodologies and tools. Additionally, I have developed on-line courses for IT Help Desk consultants so that they could also become proficient in the use of the LMS.

I would be honored to discuss the possibility of employment. Please call me at (785) 410-5178 to arrange an interview at your earliest convenience. Thank you for your time and consideration.

Sincerely,

*Deborah Goins*

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