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COVER LETTER

To the Hiring Committee,

I am currently seeking a position related to instructional design, instructional media, and eLearning development. My education background includes a Bachelor of Science in Mathematics, Secondary Education and a Master of Arts in Educational Media. My most recent position was that of Senior Curriculum Design Specialist where I was involved with developing and creating customized training solutions tailored to meet business needs of several government agencies.

Prior to that position, the Department of Veterans Affairs Office of Rural Health contracted me as an Instructional Systems Specialist. In this position, I led efforts to convert a national face-to-face workforce development program to a blended learning, train-the-trainer model. This model combined face-to-face conferences, VA Talent Management System CBT courses, and live broadcasts via the VA's My Virtual eHealth campus in Orlando, Florida. My responsibilities for this project involved writing needs assessments, delivering course development materials, course assets, accreditation and final review documentation. These curricula have been adopted by all Federal Healthcare agencies and are currently being offered for continuing medical education credits through the VA Talent Management System.

I am a strong proponent of the systematic design of instruction and adhere closely to its principles and support of performance technology, possessing strong skills in the development, implementation, and evaluation of educational materials. I have demonstrated the ability to prioritize, communicate clearly, and multitask to meet project deadlines and deliveries while building strong relationships with colleagues and clients at all levels of management.

Thank you for your review of my application and I am looking forward to meeting with you and the opportunity to make a presentation of my qualifications at your convenience.

Best regards,

Kevin C White
Enclosure