

Justin Locke

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Dear Hiring Manager:

Thank you for taking the time to consider me as a potential candidate for an employment opportunity. This cover letter explains some general information about my program of study, educational experience, and work experience. More detailed information about these experiences can be found on the attached resume.

I am in my second year in the Adult Education Human Resource Development Master's program at James Madison University. This program teaches students the necessary skills to develop and implement professional development programs. This program combines the theory and science of education with the business need to develop their employees, or human resources. The program focuses on the ADDIE process for instructional design. Coursework focuses on each one of the steps in this process. In this program students learn the theories instructional models then incorporate this learning by doing projects with outside clients. This helps to bridge the gap between school and work force.

While going through school, I had several opportunities to gain relevant work experience. During my senior year I had an internship with the CIT creating tutorials on how to use the new version of blackboard. This helped me learn about computer based training, or eLearning. Over the summer between undergraduate and graduate school I was hired as a temporary contractor. This job taught me about behind the scenes work that goes into scheduling, planning, and setting up for face to face training and multi day workshops. I currently work at the Center for Instructional Technology. The CIT supports a lot of different technologies used for instruction. It has been interesting to learn about the different technology used for instruction, and how the CIT teaches the faculty how to use each piece of technology. The specifics of my work experience and tasks can be found in my attached resume.

Thank you for your time and consideration. If you have any questions or concerns I can be reached via email at lockejj@dukes.jmu.edu or by phone at (804) 432-0949. I look forward to hearing from you.

Sincerely,

*Justin Locke*

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