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Keara Cosgrave  
CCRES, Educational & Behavioral Health Services  
406 Boot Road  
Downingtown, PA 19335

Dear Ms. Cosgrave,

I am an Instructional Designer with a strong foundation in K–12 education and experience blending curriculum development with educational technology. As I prepare to complete my graduate coursework in Instructional Design and Educational Technology, I am excited to bring my design driven skill set to CCRES and support your work developing high quality, accessible digital learning content.

In my 12 years in education, I have created interactive digital curriculum, multimedia learning assets, flexible assessments, and structured learning experiences that prioritize clarity, engagement, and accessibility. I have hands on experience designing content in Canvas, Google Classroom, Genially, Canva, and Nearpod, and I take pride in transforming complex information into user friendly digital learning experiences that support learner variability. One recent example includes creating a digital reading course for 4th grade learners in a 1:1 iPad environment, embedding multimedia elements and structured comprehension responses to support understanding and skill growth. I bring strong organizational systems thinking, independent project discipline, dependable timeline management, and creative momentum, especially in environments where platforms, learner needs, and system demands continue to evolve. My experience working directly with diverse K–12 populations, along with my instructional design background and LMS content development abilities, positions me to contribute meaningfully to your team's goals.

My resume is attached for your review. I would be grateful for the opportunity to discuss how my experience and learner centered design approach align with CCRES's instructional design vision.

Thank you very much for your time and the important work you do to support educational communities. I truly appreciate your consideration.

Sincerely,  
Courtney McNeil