

KEVIN C. WHITE

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COVER LETTER

Dear Hiring Committee,

I am submitting my resume, qualifications, and some samples of my recent projects with the intent of securing a position related to instructional design, elearning, teaching, research, and continuing education.

Over the last ten years I have worked in the corporate sector for NEPTCO Inc, a manufacturer of Engineered Substrates for a variety of specialty industries. My role as process technician at NEPTCO Inc. has contributed to the advancement of manufacturing, employee training, and the overall development of the company both here in the United States and in China where I was instrumental in adapting the company's training programs to an online deployment system. My position at NEPTCO Inc. and projects involved designing, modifying, coordinating, and managing bilingual training programs for use domestically and in production facilities in China. These education modules blended asynchronous and face-to-face education techniques and allowed me to refine my abilities to assess the company needs and manage the analysis of instruction, learner, contextual and performance objectives. The assignment required travel to Mainland China for an extended period of time.

In addition to these projects, I have also been involved with several instructors at different locations within the North Carolina Community College System designing and developing distance learning materials for their curriculum and research projects. Examples of these projects can be found at <http://www.asulearning.com> and examples of the process training modules I have developed for NEPTCO Inc. over the past ten years are available upon request. Both of these endeavors have demonstrated my abilities to assess, develop, deliver, implement and evaluate both synchronous and asynchronous learning materials.

My expertise lies in the instructional design field, particularly in developing and advancing online materials that could be incorporated and adapted into terms of expected technological progress and academic performance at the corporate and institutional levels. In closing, I would appreciate a personal interview to present what my relevant education, qualifications, and experience would bring to this position. Thank you for reviewing my application. I am looking forward to meeting you and having the opportunity to make a presentation of my qualifications at your convenience.

Sincerely,

Kevin C White
Enclosure