

Training Specialist Cover Letter Sample

www.studyshoot.com

STUDYSHOOT

(00) 000-0000

hector.service@studyshoot.com

August 21, 2020

Dear Hiring Manager,

I am writing to express my interest in the Training Specialist position at Flagship Engineering. I am confident that I meet the requirements specified in your online advertisement, including using sound judgment, along with rubrics, to choose the type of training that will best meet all required outcomes. My outgoing and engaging personality helps me connect and develop rapport with my intended audience. I enjoy technical training the most, which is one of the reasons I have decided to apply to Flagship Engineering.

Throughout my career, I have developed job aids and quick reference guides, and I have maintained technical user documentation. Furthermore, I have knowledge of multiple training methods. In my current role, I use my strong presentation skills to train staff members who work in different departments. Because I train staff across the organization, I rely on my ability to take technical information and make it more accessible for our non-technical employees. Since I am bilingual, your company will gain a dedicated trainer who has the ability to take training documents and translate them into Spanish.

I excel at working with subject matter experts to obtain training requirements, and I make sure I build those requirements into my training programs and their accompanying documents. I then create surveys to measure their effectiveness, making modifications if needed. Because of my skillset, my previous training manager asked for my assistance in implementing more blended learning programs, which increased company productivity by 23%. Additionally, I hold a Bachelor of Science in instructional design, and I take ongoing courses to stay abreast of adult-learning principles and new technologies.

Becoming your next Training Specialist will give me the opportunity to take my career to the next level. In turn, Flagship Engineering will gain a dedicated bilingual professional who will complement your translation efforts. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,