

Training Specialist Cover Letter Sample

www.studyshoot.com

I am writing this letter to express my motivation to attend training XXX, scheduled to start in XXX. I am attracted to the training program and see it as a great opportunity to acquire practical experience and knowledge in development and promotion for non-profit organizations. I would like to provide further information about myself and motivation. I graduated with a Master's Degree in Marketing from XXX. I am a very enthusiastic and creative person with wide variety of interests.

The main reason why I want to participate in your training is that apart from my current full-time work which focused around international marketing I was always highly interested in volunteering and working with non-profit organizations and charitable foundations. I have part-time work as a Head of Humanitarian Department in non-profit organization XXX. I have a wide range of responsibilities, but mainly my work is focused on the development of cooperation with young people, as well as assistance to vulnerable groups. Also I organize social and cultural events, competitions for young people in XXX. For example, more than 1500 teenagers participated in our last project, which took place on June 17, 2015. It was annual competition among high school students, where contestants presented video material with their final Waltz from The Last Bell ceremony (it is Ukrainian holiday that traditionally marks the end of the school year and leave the school). Moreover, XXX doesn't have big budgets to hire marketers and pay for professional promotion that is why I am also responsible for Marketing, Public Relations and Development in this organization. I execute all our communication efforts, from our social media presence to relations with the media to attending events within the community. I communicate with other organizations in the area, potential donors, as well as the people we help. I read a lot of literature about promotion and fundraising for non-profit organization, but it wasn't enough and I was looking for the opportunity to network with professional from the World, which is an exceptional ability for exchange of our experience.

Training Specialist Cover Letter Sample

www.studyshoot.com

One more reason to participate in training XXX is that I am going to continue my education as post graduate student. I want to obtain MBA degree, so I will apply to the best U.S. university next year. I hope the experience of participating in international training assists me to be accepted to university. Moreover, I think this experience would mean a great deal for my personal growth, because learning of new cultures, sharing different views, communicating with people from many nations and achieving goals together would be a priceless experience. I am sure that the program you are offering will contribute to my professional development in the future and that it will be a great environment where I can bring my ideas and use them for good results of the groups I will be a member of.

My resume, enclosed herewith for your consideration, includes additional information on my experience and skills. I hope you will take this letter as a sincere proof of my interest and motivation to participate in training.

If you have any questions, please contact me via e-mail.

Thank you for your time and consideration.

Sincerely yours,

XXX