

[Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title]
Corporate Training Network
[Company Address]

Dear [Hiring Manager Name],

Re: [Job Title / Reference Number]

[Introduction: State the specific training or facilitator position you are applying for. Briefly mention your years of experience in corporate education or professional development.]

[Body Paragraph 1: Discuss your expertise in instructional design, curriculum development, or classroom facilitation. Highlight your ability to translate complex corporate objectives into actionable learning outcomes.]

[Body Paragraph 2: Mention specific achievements, such as improving employee performance metrics, implementing a new Learning Management System (LMS), or managing large-scale training rollouts across diverse departments.]

[Body Paragraph 3: Explain why you want to join the Corporate Training Network specifically. Align your professional values with the organization's mission of fostering continuous professional growth.]

[Conclusion: Reiterate your enthusiasm for the role and your availability for an interview to discuss how your background in corporate training can benefit their clients.]

Sincerely,

[Signature Field]

[Your Printed Name]