

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

Re: Application for Corporate Internal Training Specialist position

I am writing to express my interest in the Corporate Internal Training Specialist position at [Company Name]. With a background in [Instructional Design/Human Resources/Specific Industry] and a proven track record of developing impactful professional development programs, I am eager to contribute to your team's organizational growth.

In my previous role at [Current/Previous Company], I successfully managed the end-to-end training lifecycle, including needs analysis, curriculum development, and delivery. Notable achievements include:

- [Key Achievement 1: e.g., Reducing onboarding time by X%]
- [Key Achievement 2: e.g., Implementing a new LMS that increased engagement by X%]
- [Key Achievement 3: e.g., Facilitating leadership workshops for X number of employees]

I am particularly drawn to [Company Name] because of your commitment to [Company Value or Specific Recent Initiative]. My expertise in [Specific Skill, e.g., Adult Learning Theory or Virtual Facilitation] aligns with your goals of fostering a continuous learning culture and enhancing employee performance.

I welcome the opportunity to discuss how my experience in internal talent development can support [Company Name]'s strategic objectives. Thank you for your time and consideration.

Sincerely,

[Your Name]