

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Employee Development Coordinator position at [Company Name], as advertised on [where you saw the job post]. With a background in [mention 2-3 key skills, e.g., instructional design, corporate training, or talent management], I am eager to contribute to your organization's commitment to continuous learning and professional growth.

In my previous role at [Previous Company Name], I successfully [describe a specific accomplishment related to training or development, such as: "coordinated a leadership development program that increased internal promotion rates by X%"]. I am skilled in identifying skill gaps, facilitating workshops, and managing Learning Management Systems (LMS) to ensure educational initiatives align with broader business objectives.

What attracts me to [Company Name] is [mention something specific about the company's culture or a specific development initiative they have]. I am confident that my ability to [mention another core competency, e.g., "design engaging curricula" or "analyze training ROI"] will help your team foster a high-performance culture and improve employee retention through impactful development strategies.

I have enclosed my resume for your review and look forward to the possibility of discussing how my experience in employee lifecycle development can benefit [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]