

**[Your Full Name]**  
[Your Phone Number]  
[Your Email Address]  
[LinkedIn Profile URL]  
[City, State, Zip]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the **Executive Development Internal Training Specialist** position at [Company Name]. With a background in [Number] years of corporate learning and development, specifically focusing on high-potential leadership and executive coaching, I am confident in my ability to enhance your internal leadership pipeline.

In my previous role at [Previous Company], I was responsible for designing and implementing [Name of Program/Initiative], which resulted in a [Percentage]% increase in internal promotion rates. I specialize in identifying skill gaps at the senior management level and curating bespoke instructional content that aligns with long-term organizational goals. My approach combines data-driven assessments with interpersonal coaching to ensure that leadership training is both measurable and impactful.

I am particularly drawn to [Company Name] because of your commitment to [Mention a specific company value or recent initiative]. I am eager to bring my expertise in [Specific Skill, e.g., 360-degree feedback, succession planning, or EQ training] to your talent development team to help foster a culture of continuous executive excellence.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in executive education can support the strategic growth of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]  
**[Your Full Name]**