

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

[Current Date]

[Hiring Manager Name]
[Title, e.g., Director of People & Culture]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **Learning and Development Internal Training Specialist** position at [Company Name]. With a background in [Number] years of instructional design and corporate facilitation, I am eager to contribute to your team's mission of fostering a culture of continuous growth and operational excellence.

In my previous role at [Previous Company], I was responsible for [Key Responsibility, e.g., managing the end-to-end lifecycle of internal leadership programs]. I successfully [Specific Achievement, e.g., reduced onboarding time by 20% through the implementation of a new LMS and blended learning approach]. I specialize in identifying performance gaps and translating complex business requirements into engaging, actionable training modules.

My technical proficiency includes [Software/Tools, e.g., Articulate Storyline, Adobe Captivate, or specific LMS] combined with a deep understanding of adult learning principles (ADDIE/SAM). I am particularly drawn to [Company Name] because of your commitment to [Specific Company Value or Recent Initiative], and I am confident that my ability to [Specific Skill, e.g., facilitate cross-departmental workshops] will yield immediate value for your internal stakeholders.

I look forward to the possibility of discussing how my experience in talent development aligns with the strategic goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]