

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

[Date]

[Hiring Manager Name]  
[Title, e.g., Director of Learning & Development]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **[Job Title]** position at **[Company Name]**. With a background in instructional design and a proven track record in adult learning methodologies, I am eager to contribute to your corporate training and continuing education initiatives.

In my previous role as **[Your Previous Title]**, I successfully managed the development and delivery of comprehensive training programs that resulted in a **[Percentage]%** increase in employee performance metrics. I specialize in identifying skill gaps, creating engaging curriculum for diverse learning styles, and implementing LMS solutions that streamline the continuing education process.

I am particularly drawn to **[Company Name]** because of your commitment to **[mention a specific company value or project]**. My expertise in **[Key Skill 1]** and **[Key Skill 2]** aligns perfectly with your goals for workforce development and professional certification maintenance.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in corporate education can support the growth of your team.

Sincerely,

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