

To,

**[Mention name of Hiring manager]**

**[Mention name of the company]**

**[Mention address of the company]**

**Dear [Mr. /Mrs. /Ms.] [Manager's name]**

I happen to be an excellent technical trainer in my current job in [mention the current company name]. I can be a valuable asset to [mention the company name].

I saw the advertisement posted on your company's website and I found the requirements mentioned for a technical trainer perfectly match mine.

If you appoint me in the same post as a technical trainer, then I will be able to help your company achieve success with the best talent resource. I am very talented, highly qualified, and have an analytical mind.

I have been working in the training department for [mention the experience period]. Initially, I started training the corporate employees part-time in [mention the previous company name].

Later on, I was absorbed as a full-time employee for training the new joiners for the technical process. From the very beginning, I could help people with a better understanding of complex subjects in an easy way.

I can engage more than 100 candidates in my training sessions with impactful communication.

I could devise unique training strategies for the candidates with my research abilities. I could easily deliver quality training content as per the needs of [mention the previous company name]. I was scheduled for 10 hours of duty and six days a week.

I was responsible for holding training sessions in groups or in one way. I also took disciplinary actions against the employees who did not show their sincerity and dedication to their work.

During my training period, I always made sure to continue training the candidates who maintained 100 % attendance. My disciplinary actions and ability to evaluate the candidate as per the company's agenda and quality standards helped generate a high-quality workforce.

I am capable of giving quality training to the candidates regarding operating systems, applications, and programs.

As per the requirements stated in the advertisement posting on your company's website, I will develop the modules as per the process requirements, and with motivational skills and technical knowledge, I will be aiming at generating the best candidates so that they become capable enough to exceed the expectations of [mention the company name].

I have a solid educational background with [bachelor/master] degree in [mention the area of specialization], which enables me to design and develop software applications and projects for any IT company.

Overall, I stand as a perfect candidate for your company in the post of technical trainer.

**Sincerely,**

**[Mention your name]**

**[Mention your address]**

**[Mention your contact details]**

**[Mention date]**