

To,

[Mention name of Hiring manager]

[Mention name of the company]

[Mention address of the company]

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

With strong educational background and experience in the corporate and management institute as a trainer, I am certain that I will be able to do justice to [mention the company] in the role of training specialist. I am confident that my resume enclosed with this application cover letter will interest you.

I had seen the advertisement in relation to the training specialist posted on [mention the name of the job site] which is one of the leading job sites. Undoubtedly, I will be able to generate the best returns for [mention the company name] with my upgraded corporate training skills, and knowledge in customer service, inventory management, and technology.

You can simply trust me to discharge my responsibilities as the training specialist in [mention the company name]. I had been in this field for nearly [mention the experience period].

Before working in the corporate sector as a full-time training specialist, I had expertise in training and coaching the final year students of [mention the management institute] who were doing graduation/ post-graduation in management studies.

It was on my insistence; that the management institute enforced industrial training for students covering all the semesters.

In my last company as a training specialist, I was engaged in building teams and planning result-oriented strategies for coaching, mentoring, and changing environments. My employment and service as a training specialist not helped me in enhancing my knowledge but also in understanding people and boosted me to become a better leader.

I was appreciated for my managerial actions and time management abilities. In your company, I will be surely framing the best training modules for the employees to quickly pick up the skills and deliver the best.

I will inspire them to focus on the target and proceed accordingly. I will participate in evaluating the performance of trainees in the training batches and also the regular employees on the production floor. I will keep updating the information of every employee to my seniors by preparing the performance report.

I will be also accountable for taking specific actions against the employees who will be not meeting the targets or being absent from the training without informing the management.

I will also furnish special coaching for the employees who will be enlisted in the category of the performance improvement plan. Currently, I am working in [mention the present company name] and I am fulfilling my duties in the same way as I mentioned above.

With my strong educational background in [mention the area of specialization] with a [mention the bachelor/master] degree from [mention the university name] along with my work experience, I will definitely qualify as an excellent training specialist in your company.

Sincerely,

[Mention your name]

[Mention your address]

[Mention your contact details]

[Mention date]