

James Brown

238 Broadway

New York

NY

United States

To,

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- training coordinator cover letter

Respected sir/ma'am,

I am [mention the name of the sender] with over three years of experience as a [mention the name of the job related to this field] at [mention the name of another company] and am writing this letter in response to your advertisement which was posted on [mention the date] in [mention the name of the company's website] where it was written that [mention the name of the hiring company] is looking for a [mention the name of the job post].

I am very glad to inform you that I have the proper skills and responsibilities along with proper educational background to be applying for this post. First of all I completed my schooling from [mention the name of the school] and after that, I completed my bachelor's degree in human resources from [mention the name of a college].

In [mention the name of the company mentioned above] I used to evaluate employee performance and gauge where skills needed improvement, create training programs and prepare any learning material needed, conduct surveys to judge how programs are

received etc. I would also like to inform you that I have excellent communication skills along with the ability to convey complex information in an understandable way.

My curriculum vitae is enclosed along with this letter and I hope that you will take some time out of your schedule to go through it. I strongly believe that with the help of my proper educational background and strong working experience I will be able to fit into this position easily. Thank you so much for showing your efforts. I really appreciate you accepting my letter as a proper form of job application.

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]