

[Mention the date]

To,

[Mention the name of the hiring manager]

[Mention the name of the company]

[Mention the appropriate address of the company with all details]

Dear [Mr. /Mrs. /Ms.] [Name of the manager]

[Mention the name of the sender] am writing this letter to apply for the position of training specialist in [mention the name of the hiring company]. I hope you get this letter on time and you read it thoroughly with my resume which is attached with this letter. As I was coming back home I saw the poster of your company about the job vacancy for a training specialist and then to confirm it I searched for it on the internet in your company's website and I am very happy to say that your requirements match my criteria.

As for my educational background, I have completed my schooling from [mention the name of a school] and I have completed my graduation from [mention a course related to training specialist] from [mention the name of a college].

Currently I work with [mention the name of a company except the hiring company] as a corporate trainer and I have been a corporate trainer for more than 4 years. Working with [mention the name of the company the sender is currently working for] has helped me to gain more experience and knowledge in my work field.

One thing that I am sure of is that you will be impressed to see how hardworking I am and my corporate training skills and knowledge in customer service are just amazing. At first I was engaged with building teams and planning result-oriented strategies for coaching, mentoring and changing the environment.

I hope this letter reaches you on time and you can give it a read. I have attached my resume with all my certificates and I hope you find me worthy of this position. Have a nice day.

With regards,

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details of the sender]