**Training Specialist Cover Letter**

Name Here

xxx-xxx-xxxx

email@gmail.com

April 8, 20XX

Dear Sir/Madam,

I read your advertisement in the Daily Newspaper about the Training Specialist position with your organization. I believe that my experience working in different human resources positions and other administrative experience would make me a great asset to your organization.

I am an experienced trainer for seven years now, and some of my qualities include;

* Experienced in identifying the training needs of employees.
* I am skilled at interviewing employees for upcoming scheduled training classes.
* I can research process requirements and prepare presentations to educate employees on the new requirements successfully.
* I have been successful in setting up new training classes and schedules

I understand that Training Specialists must possess excellent personal relationship communication skills and interact with employees and trainees professionally. My general background in this field and my personality makes me an excellent choice for this position.

I believe that you will find me to be an exceptional candidate for what your company is looking for; I am looking forward to interacting further with you and share my experience and expertise working as a team. Thank you for your time and patience.

Sincerely,

Name Here