

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Corporate Trainer

Dear Hiring Manager,

I am excited to apply for the Entry Level Corporate Trainer position at Acme Corporation, which I discovered on your careers page. With a passion for fostering knowledge and a commitment to enhancing employee performance, I believe I can contribute positively to your training and development team.

During my internship at XYZ Enterprises, I successfully created and delivered a workshop on effective communication skills that improved team collaboration. This initiative was based on feedback from employees who expressed a need for more structured communication training. The workshop saw an impressive attendance of over 60 employees, and post-training surveys indicated a 30% increase in self-reported confidence levels among participants. Additionally, I assisted in developing onboarding materials that streamlined the training process for new hires, reducing their ramp-up time by 20% while ensuring they felt supported and engaged from day one.

I am particularly drawn to Acme Corporation's reputation for innovation in employee development, and I am eager to bring my background in instructional design and experience in facilitating engaging training sessions to your organization. I am enthusiastic about the opportunity to collaborate with your team to create a dynamic learning environment that empowers employees and drives organizational success.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the continued growth and success of Acme Corporation. I am excited about the prospect of joining such a forward-thinking company and am eager to share my ideas in an interview.

Sincerely,

Jordan Lee Thompson