

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Training Coordinator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Training Coordinator position at Acme Corporation, as advertised on LinkedIn. With a strong passion for facilitating learning and development, I am eager to contribute to your team that drives employee growth and organizational success.

During my internship at XYZ Learning Solutions, I successfully assisted in developing and implementing a training program for new hires, leading to a 30% increase in their onboarding satisfaction scores. This experience honed my ability to coordinate training schedules, organize materials, and effectively communicate with diverse teams. Additionally, while volunteering as a team leader for community workshops, I designed engaging educational content that received positive feedback from participants, demonstrating my capability to create a dynamic learning environment conducive to growth.

I am particularly drawn to Acme Corporation's commitment to employee development and innovation. I am excited about the opportunity to bring my skills in organizing training sessions and supporting curriculum development to your team. I am confident that my proactive approach and attention to detail will make a positive impact on your training initiatives.

I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

Jordan Smith