

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Training Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Training Manager position at Acme Corporation, as advertised on LinkedIn. With a passion for developing talent and a strong background in training and development, I am excited about the opportunity to contribute to your team and help foster a culture of continuous learning at Acme Corporation.

During my internship at XYZ Enterprises, I successfully designed and implemented a training program that enhanced the onboarding experience for new hires. By developing targeted training materials and interactive workshops, I increased new employee retention rates by 15% within the first six months. Additionally, while serving as a volunteer trainer for local youth programs, I facilitated workshops that improved participants' leadership and communication skills, resulting in positive feedback from both participants and program coordinators.

I am particularly drawn to this role at Acme Corporation because of your commitment to employee development and innovation. I am eager to bring my skills in curriculum development and my dedication to creating engaging learning environments to your esteemed organization. I am confident that my proactive approach and ability to analyze training needs will allow me to contribute effectively to your team.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team and discussing this exciting opportunity further.

Sincerely,

Jordan Taylor