

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Training Specialist

Dear Hiring Manager,

I am excited to apply for the Entry Level Training Specialist position at Acme Corporation as advertised on LinkedIn. With a strong passion for employee development and a recent degree in Human Resource Management, I am eager to contribute my skills to your dynamic team. Acme Corporation's commitment to fostering a culture of continuous learning deeply resonates with my career aspirations.

During my internship at Global Tech Solutions, I successfully designed and implemented an onboarding program that improved new hire retention rates by 20%. This experience honed my ability to create engaging training materials and deliver presentations that resonate with diverse audiences. Additionally, I collaborated with cross-functional teams to assess training needs, which resulted in the development of a targeted skills enhancement workshop that increased employee productivity by 15% within three months.

I am particularly drawn to this role at Acme Corporation because of your innovative approach to employee training and development. I am confident that my creative problem-solving skills and enthusiasm for learning will allow me to contribute effectively to your training initiatives. I look forward to the opportunity to further discuss how my background, skills, and passion align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan Taylor