

Development Expert Cover Letter

4099 Stoltenberg WallSouth Nadene, MT 65340

Dear Ari Homenick,

In response to your job posting for development expert, I am including this letter and my resume for your review.

Previously, I was responsible for direction to staff to increase their ability to positively impact the business and achieve desired results.

Please consider my qualifications and experience:

- Provide necessary information to the HR Business Partners to enable them to handle newly implanted strategy, policies and standards
- Expertise and demonstrated knowledge in the areas of Leadership Development and Learning
- Excellent oral and written communication skills experience in preparing and delivering presentations to all levels of staff and management
- Strong customer focus and conceptual and problem solving capabilities
- Excellent influencing and critical thinking skills
- Expert in/working knowledge of adult learning principles
- Demonstrated proficiency and efficiency working with Microsoft Office applications (Outlook, PowerPoint,, Excel, Word)
- Previous experience managing leadership development programs

I really appreciate you taking the time to review my application for the position of development expert.

Sincerely,

Dallas O'Reilly