

Global Training Cover Letter

2690 Mike GlenEast Ofelia, MS 82063

Dear Dakota Bernhard,

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

Previously, I was responsible for approval in the delivery of training programs using modern training software, tools and technologies in a variety of formats including usage of virtual learning solutions.

My experience is an excellent fit for the list of requirements in this job:

- Able to work effectively with all levels in the organization, and with external constituents/vendors
- Excellent interpersonal skills and customer oriented focus
- Good organizational skills and project management
- Possess and practice effective team building and collaborative work methods
- Remain current on research literature associated with best practices in adult learning and instructional design techniques and LMS systems
- Excellent focus on attention to detail and accuracy
- Profound IS technology knowledge combined with basic understanding of the overall context of business processes and the IS technologies impact
- Experience in defining talent management models

Thank you for taking your time to review my application.

Sincerely,

Sam Berge