

Global Training Cover Letter

235 Quigley HarborsKoelpinside, IN 60209-1926

Dear Frankie Dicki,

I submit this application to express my sincere interest in the global training position.

Previously, I was responsible for effective leadership of the site training team, to ensure regulatory and legal compliance in training and development as well as effective capability building for site.

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

- Understands continuous learning
- Experience working in many aspects of technical operations and training
- Advanced PC skills, including Microsoft Word, VISIO, spreadsheets, database and graphics
- Read and interpret Process & Instrumentation diagrams (P&IDs), Process Flow Diagrams (PRDs), equipment specifications and technical descriptions
- Engagement with senior leaders and key stakeholders in global, regional and local functions and lead thorough stakeholder and needs analysis and align on content and approach to training and learning
- Knowledge of training within a commercial business
- Experience of supporting the design of training course material or similar
- Strong instructional design skills and knowledge of training design and delivery techniques

Thank you for taking your time to review my application.

Sincerely,

Jordan Cummerata