

# Global Training Cover Letter

709 Kenneth PortsShantistad, RI 73718-1461

**Dear Armani Murphy,**

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

In the previous role, I was responsible for leadership, direction, performance appraisals and coaching in the management and professional development of the Instructional Training staff.

Please consider my experience and qualifications for this position:

- Partner with key stakeholders for application and implementation to generate ideas, develop plans, communicate status, and create opportunities for continuous improvement
- Instructional Technology certification is preferred
- Proven experience in multiple aspects of technical operations and training
- Technically understands the integrated papermaking process
- Understands precision maintenance techniques
- Excellent verbal and written communication skills, comfortable in front of an audience
- Capable of working in a collaborative manner with groups across all levels of the organization
- Excellent PC skills including Microsoft Office, SharePoint, Power Point, Excel, Word, WebEx, and Internet

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Oakley Casper