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November 10, 2020

Ms. Andrea Duckworth  
XYZ Company  
1234 Rodeo Drive  
Anyplace, CA 90210  
  
**Re: Technical Trainer position at XYZ Company**

Dear Ms. Duckworth:

I recently came across your job advertisement for a Technical Trainer at XYZ Company and read it with great interest, as I believe my skills and experience match your position perfectly, some of which are outlined below. I have written, developed and implemented over 100 dynamic, high-impact technical training courses tailored to reach many diversified audience segments for some of the largest major oil companies, law firms and newspapers in the United States.

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| Essential Required Functions | My Matching Skills |
| Ensure that all training materials are accurate and reflects current product features, functionality and capabilities working closely with company stakeholders | Rewriting and updating training materials for Continuing Education courses upon software upgrades. Replace outdated screenshots with SnagIt, recreate online training videos using Camtasia. |
| Work directly with business and technical subject matter experts to capture course-specific knowledge. | Worked as a liaison between the Programmers and Employees to help translate technical terms to employees and translate layman’s terms to Programmers. |
| Prepare training programs, lesson plans and training materials. | Responsible for comprehensive training program throughout international law firm. |
| Facilitate and deliver internal training and external training to both business and technical level resources (non-developer) on all of the organizations products. | Teach many diversified audience segments – from train-the-trainer or one-on-one classes to demo style courses with 75+ people per class. |
| Manage training documentation repositories. Work with internal stakeholders regarding updates to stored documentation and to our public training web sites. | Training documentation, movies, and Quick Reference Cards stored on intranet through SharePoint. Information must be kept current and up-to-date. |

In addition, I bring to the table 16+ years of multi-faceted Information Technology experience including Managerial, Supervisory and Project Management skills. I would be honored to have the chance to further discuss your position as Technical Trainer and how my qualifications and background match the needs of XYZ Company. Please contact me at **555-555-1234** or email [MELockwood@yahoo.com](mailto:MELockwood@yahoo.com).

Thank you for your time and consideration.

Respectfully,

MariEllen Lockwood

Enclosure