

## Geethanjali Velusamy

geethanjali.velusamy98@gmail.com | 905-782-8538 | Toronto, Ontario, Canada

**Respected Hiring Manager,**

I am excited to apply for the **Learning Coordinator** role within your team. My background in instructional design, program coordination, and stakeholder collaboration positions me to contribute meaningfully to your organization. Below are three key reasons why I would be an excellent fit for this position:

**1. Extensive Expertise in Learning Program Development:**

I have a strong background in developing structured and impactful training materials tailored to organizational goals. Utilizing instructional design models like **ADDIE** and **SMART**, I have created interactive content, including simulations and instructional videos, that have enhanced user engagement and streamlined learning processes.

**2. Proven Analytical and Organizational Skills:**

My ability to analyze data and performance metrics has enabled me to create actionable insights, leading to seamless program execution. I've designed interactive dashboards and reports that have supported change management initiatives, ensuring the alignment of learning programs with organizational strategies.

**3. Exceptional Collaboration and Communication Abilities:**

I have a track record of working closely with **SMEs, stakeholders, and cross-functional teams** to deliver accurate, relevant materials that meet diverse business needs. My experience in crafting tailored communication plans has positively influenced behavior change and enhanced program adoption within organizations.

I am eager to bring my skills in **learning program coordination, instructional design, and stakeholder engagement** to your team. I look forward to the opportunity to contribute to your strategic initiatives and help deliver impactful learning solutions.

Thank you for considering my application. I have submitted my application through the provided link and look forward to the opportunity to discuss how my experiences align with your team's needs. Please feel free to reach out at your earliest convenience.

**Best regards,**

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