My name is Sue Darby and I’m interested in the position of Software Trainer because “Work smarter, not harder” has been my motto for most of my career.

* I love helping people improve efficiencies in their workflow and processes through the use of software.
* It gives me a personal satisfaction seeing the smiles as someone realizes the time saved.
* I love to test new ideas and systems and work through bugs finding answers to hard questions and generating solutions of all sorts.
* Through most of my career I have been a software trainer both formally and informally.
* As a Computer Instructor I taught basic computer skills all the way to preparing for the MS Office Certifications. Microsoft Office is a specialty of mine thanks to my own studies for certification and research on various functions to achieve goals in a variety of projects such as learning Outlooks’ QuickParts function to create emails faster.
* I am patient enough to teach anyone from youth to senior to student in school to C Suite executives.
* My daily workplace duties often include troubleshooting applications and peripherals and I thrive on helping others in even the smallest ways.
* I was teaching online classes in chat rooms from Alaska in the early part of the century.
* My students were in California and one went on to become a successful business owner based on what I taught.
* I developed my own curriculum and class materials that were sent via email and also based the classes on my books.
* Each session had “homework” and I was always happy to assist with questions when students were stuck.
* As you can tell from my application materials I am qualified and passionate about teaching software to anyone who is willing to learn.
* I look forward to talking with you more during the rest of this application process.
* I can be reached at 907-707-5654.
* Thank you for your time and attention.

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I have been in a software support capacity for most of my career, both formally and informally. I have experience with teaching complex tasks online. I enjoy helping people learn new skills. I have taught Microsoft skills to people needing them for the workforce. I frequently advocate for technical solutions to office environment challenges. I have saved time and money for the State due to improved technical processes. I have a friendly disposition. I am well spoken. I am patient. I am a self motivator.

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Why are you interested in this position?

Why would you be successful in this position?

I believe that this position is a great match because through most of my career I have been a software trainer both formally and informally. I am patient enough to teach complete beginners and able to know when to step it up for those who are more advanced.

I enjoy working with others and sharing the knowledge I have with anyone who wants to learn. Microsoft Office is a specialty of mine via certifications I’ve earned and research I’ve done to learn more over time.

I thrive on helping office mates work more efficiently and use the tools at hand wisely to save both time and money. I’ve saved the State of Alaska time and money through process improvements I’ve implemented or advocated for.

Using the digital tools available to professionals is a huge help to those who are incredibly busy, teaching or coaching professionals in how to use a tool better is critical to not just the professional’s success but the organization’s success. Keeping on top of new tools, trends and how and why to use them is one of my professional focuses and is a key to success for this position as I am always looking for new ways to use tools or new tools to use.

1 - Why are you interested in this position?

“Work smarter, not harder” has been my motto for most of my career as has software support been part of my job formally and informally. I love sharing knowledge and helping people improve efficiencies in their workflow and processes. It gives me a personal satisfaction seeing the smiles as someone realizes the time saved with simple tricks of the trade. Simple to me but not necessarily to them. I also love to test new ideas and systems and work through bugs finding answers to hard questions and generating solutions of all sorts.

* Love doing it
* Aim to improve efficiency in people
* I enjoy working with others and sharing the knowledge I have with anyone who wants to learn.
* Passion to help people improve (Get rid of?)
* Personal satisfaction from teaching

2 - Why would you be successful in this position?

Through most of my career I have been a software trainer both formally and informally. Microsoft Office is a specialty of mine via certification and research on various functions to achieve goals in a variety of projects. As I learn new things about computers I try to share my knowledge with anyone who is interested or whom I think could benefit from a feature. I am patient enough to teach complete beginners and knowledgeable enough to help even more advanced students learn things. I have worked with a diverse student body from youth through seniors and get along well with everyone. My daily workplace duties often include troubleshooting applications and peripherals and I thrive on helping others in even the smallest ways.

* Been doing it since the ‘90’s (Get rid of?)
* Microsoft Office is a specialty of mine via certifications I’ve earned and research I’ve done to learn more over time.
* I know MS Office, One Note, and Outlook and I am capable of teaching these to others (Merge with previous line?)
* Keeping on top of new tools and trends, how to use them, and why they’re useful. Can teach a new tool soon after initial exposure to it
* I am patient enough to teach complete beginners and able to know when to step it up for those who are more advanced.
* Taught computer classes (from basics to certifications preparation for Job Skills)
* Diverse student body, youths to seniors, including disabled students
* Still troubleshoot applications in the workplace almost daily
* I thrive on helping coworkers work more efficiently and use the tools at hand wisely to save both time and money.

Are you a **tech-savvy person who likes helping others**? Do you have a **passion for productivity**? Do you want a full-time job working remotely? If so, you could be a perfect software trainer for Productive Power.

As a software trainer, you will **work one-on-one with professionals**, teaching them a series of best practices for Microsoft **Outlook** and **OneNote** that significantly increases their organization and productivity. Through a series of online meetings, you will instruct participants how to better manage their email, tasks, calendar, and notes, and monitor their progress to ensure they have correctly implemented our proprietary techniques.

Join our growing team of dynamic professionals and engage in rewarding work that will enhance your technical and customer service skills. Enjoy the fulfillment that comes from helping professionals increase the quality of their lives.

Requirements

* Bachelor's degree
* At least **two years of software training or software support** experience
* Highly proficient in Microsoft **Outlook**
* Ability to interact comfortably with **executives**
* Comfortable working **remotely**
* Exceptional **communication** skills
* Sincere interest in **helping** people
* Strong **organizational** skills
* **PC** w/**Windows** operating system