

January 20, 2020

Hiring Manager

RE: Training and Development Coordinator Position, Job ID: 5234174

Red Arrow Logistics
523 Cougar Pride Drive
St. Louis, MO

Dear Hiring Manager:

Please accept this letter and the attached resume as part of my application materials for the open Training and Development Coordinator position. I learned of this position through the Cougar Jobline and the Southern Illinois University Edwardsville Career Development Center. After reviewing the qualifications that Red Arrow is seeking for this position, I believe I am a strong candidate and have the skills necessary to be successful in this role.

In May, I will be graduating with my Bachelor of Arts in Applied Communication Studies with a minor in Business Administration. Through my major coursework, I have completed multiple projects that required a superior level of understanding of how to effectively present complex information. Recently, I was able to demonstrate my communication skills while presenting my senior project titled, "Employee Retention Starts Day One" to students, faculty and staff. There were more than 125 attendees when I presented my research. This was a challenging undertaking as the research involved analyzing large quantities of employee data of a local oil refinery.

My research and presentation focused on the employer's hiring processes, training schedules, benefits package and compared this to the dates of employment of the sample size. I then submitted recommendations to the oil refinery based on my findings. My submission was well received and the organization has let me know that they are implementing many of the suggestions that I had made. I am proud to have been awarded the Outstanding Senior Research Award. I believe it was through my practice in public speaking, my business acumen knowledge through my minor studies and my strong ability to analyze information that provided me this opportunity to be recognized.

In addition to my academic achievements, I have also been involved on campus in multiple organizations. Specifically related to this position, I held the Recruitment Chair position through my sorority in the Fall of 2018. In this role, my primary responsibilities were to oversee the recruitment process of new members. Once new members were identified and initiated, I hosted three new members' workshops to develop the members in the way that promoted my sorority's traditions and standards. While there were existing objectives outlined for me, I was able to implement my own creative approaches such as updating handouts and providing new interactive activities. I have continued my rapport with these members and identify campus resources when any member is needing additional support. Between the Fall of 2018 and 2019, we have not yet lost any members. I connect this accomplishment with the idea that working hard to develop individuals from the beginning makes a large impact on their success.

I would love to speak to you more about my qualifications for this position and I appreciate your consideration. I hope to be given the opportunity to contribute to the growth and success of your organization. Please contact me by phone (618-555-3708) or by email at firstlast@gmail.com if you have any questions about my application materials or wish to arrange a meeting. I look forward to hearing from you soon.

Sincerely,

First Last