400 N. Bluff Blvd.

Clinton, IA 52732

Automatic Data Processing, Inc.

Des Moines, IA

Subject: Training Specialist

The position of Training Specialist, as listed on the Des Moines Register Career Builder triggered my interest to apply because I would like to make a career change yet work in a stimulating training situation. While I have worked in the education arena for quite some time, I know that I can be an asset to your organization.

The enclosed résumé highlights both my educational and work experiences. Personal characteristics such as my high regard for achieving organizational goals and my ability to work effectively with others can be authenticated by checking my references. I think I am a good candidate for this position because I am eager to learn new ideas and to engage in new challenges.

After you have had an opportunity to look at my credentials, I would like to discuss how my experience can support the mission of Automatic Data Processing, Inc. I would appreciate your giving me a call at 563-242-3830. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Typed Signature

Enclosure: Resume