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BEATTY 400 East 7th Street Home: (215) 557-4563 Lansdale, PA

19407 Office: (215) 883-9856 April 18, 2005 Ms. Janet N. Morse

Vice President of Human Resources The Utica Corporation 100

Woodlawn Avenue Utica, NY 27716 Dear Mr. Morse: I am

currently seeking a position as Training and Development Manager

for a medium-sized manufacturing company. I am a hands-on,

results-oriented leader with a comprehensive background in training

design, development and delivery. The enclosed resume details the

specifics of my experience and accomplishments. My background

spans(跨越) over ten years of diverse training and development

experience, providing support to a variety of functional clients. In all

cases I have been successful in getting strong client support and

ownership of the programs delivered. The following highlights some

of my key accomplishments: -Directed training of 200 person field

sales organization for a major electronics distribution company

-Used assessment methodology as the basis for constructing "high

performance models" for certain key management jobs. Assessed key

managers against these models as the basis for defining key

management needs/priorities. -Designed and delivered company

's first highly successful introductory course to total quality

management-over500 managers trained across3 divisions.

-Developed methodology for linking training needs with business

strategy, and put in place a reliable method for providing quantitative measurement of the effectiveness of management training and development programs. Based upon my job experience and educational qualifications, I am confident that I can bring effective leadership to your training function and improve the overall human resource effectiveness and productivity of your company. I would appreciate the opportunity to further discuss my credentials with you during a face-to-face interview. I hope to hear from you shortly.

Yours very truly, ( 空格为签名处 ) Carolyn A. Beatty Enclosure

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