

Example - with using a quotation

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Mr Richard Lai
HR Director
XYZ Company
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12th August 200X

Dear Mr Lai

RE: Training Manager vacancy

This writer has used a quote to create a metaphor - that business is war and that he can help to win this war through successful training.

**"To lead an untrained people to war is to throw them away"
Confucius**

In today's business environment, the battle to win is just as fierce as in the wars at the time of Confucius. My passion is to prepare people for battle! With over 15 years of experience of developing staff in the dynamic and competitive service industry, I am confident of the value I can add to XYZ Corporation.

My focus is very much on seeking tangible results. Following a recent sales development programme, we saw an immediate and sustained increase in the weekly sales volume of around six percent. In recent years, I have also been successful in building the learning culture of LMJ Corp. I have worked with the HR team to implement an integrated bi-annual performance and development review programme. In addition, I have developed an education resources centre and built partnerships with key training partners to provide on-line software and technical training.

As a professional trainer, I am committed to my own continuous professional development. I completed my MBA last year and am currently studying Cognitive and Developmental Psychology.

I would be delighted to discuss with you the ways in which I can help XYZ Corp make the most of its human resources and look forward to meeting you at an interview.

Yours sincerely

Frances Wong

Contributed by: