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## JANE DOE

May 23, 2016

University of California, Berkeley  
2199 Oxford, Berkeley, CA 94704

Re: Managing Director of Learning and Development  
Posting #14320

Dear Selection Committee: (or Dear Hiring Manager; or Name of Hiring Manager)

The role of Managing Director of Learning and Development is a great match for my skills, background and interests. I have been involved in education for most of my career and am very experienced in setting and successfully executing the vision for training and development.

A wide-ranging knowledge of, and enthusiasm for, professional development in the workplace would enable me to contribute to the success of your programs in a short time. I bring experience that includes:

- This can include up to 6 brief bullets summarizing your matching experience.
- Management of on-going continuing education programs for diverse professional staff.
- Initiating and leading training in industry best-practices in supervision and customer service.
- Successfully developing leadership teams in management, improving employee satisfaction surveys by 70%.

My strengths in mentoring and developing a strong staff, collaboration and innovation would enable me to quickly contribute to your team. Thank you for your time and consideration. I look forward to speaking with you soon.

Respectfully,

Jane Doe