|  |
| --- |
|  |

January 28, 2013

Ms. Iva Joboffer

Human Resources Manager

The Free Spirit Corporation

2020 Workstop Lane

Dreamland, Ontario M8H !A1

**Re: Technical Trainer position at The Free Spirit Corporation**

Dear Ms J oboffer:

I recently came across your job advertisement for a Technical Trainer at The Free Spirit Coporation and read it with great interest. I believe my skills and experience match your position perfectly some of which are outlined below. I have written, developed and implemented over 100 dynamic, high-impact technical training courses tailored to reach many diversified audience segments for some of the largest major oil companies, law firms and newspapers in Canada.

|  |  |
| --- | --- |
| Essential Required Functions | My Matching Skills |
| Ensure that all training materials are accurate and reflects current product features, functionality and capabilities working closely with company stakeholders | Rewriting and updating training materials for Continuing Education courses upon software upgrades. Replace outdated screenshots with SnagIt, recreate online training videos using Camtasia. |
| Work directly with business and technical subject matter experts to capture course-specific knowledge. | Worked as a liaison between the Programmers and Employees to help translate technical terms to employees and translate layman’s terms to Programmers. |
| Prepare training programs, lesson plans and training materials. | Responsible for comprehensive training program throughout international law firm. |
| Facilitate and deliver internal training and external training to both business and technical level resources (non-developer) on all of the organizations products. | Teach many diversified audience segments – from train-the-trainer or one-on-one classes to demo style courses with 75+ people per class. |
| Manage training documentation repositories. Work with internal stakeholders regarding updates to stored documentation and to our public training web sites. | Training documentation, movies, and Quick Reference Cards stored on intranet through SharePoint. Information must be kept current and up-to-date. |

In addition, I bring to the table over five years of multi-faceted Information Technology experience including Managerial, Supervisory and Project Management skills. I would be pleased to have the opportunity to further discuss your position with you and how my qualifications and background match the needs of your Company. Please contact me at **705-324-9144** or email [jff@iwantthejob.ca](mailto:jff@iwantthejob.ca).

Thank you for your time and consideration.

Respectfully,

John Frost Fleming

Enclosure