**Steve Carell  
Learning Consultant**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

horizontal line

4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the position of Learning Consultant at [Company Name]. With my extensive background and experience in the learning and development field, I am confident that I can contribute positively to your team.

I have a Bachelor of Science degree in Education and Psychology, as well as a Master’s degree in Education Administration. I have also completed a variety of professional development and continuing education courses in the field, including a certification in instructional design and technology.

Throughout my career, I have worked closely with educational institutions, corporations, and other organizations to design, develop, and implement learning solutions, including e- learning, mobile learning, and virtual classrooms. I have experience in analyzing organizational needs and developing custom training programs, as well as delivering in- person and online training sessions. My knowledge of instructional design, learning management systems, and data- driven analytics enables me to create learning experiences that are engaging and effective.

I am a highly motivated, organized, and creative problem- solver with excellent communication, interpersonal, and presentation skills. I am also highly proficient in a variety of software packages, including Adobe Creative Suite and Microsoft Office.

Thank you for your consideration.

Sincerely,

**Your Name**

horizontal line