

Joshua Burt  
520 West 7<sup>th</sup> South Apt. 212  
Rexburg, ID 83440  
541.643.0899  
joshrburt@gmail.com

July 9, 2008

Hiring Manager  
Performance Management  
50 East North Temple  
Salt Lake City, Utah 84150

Dear Hiring Manager:

Helping individuals grasp complex procedures through relevant visual appeal and simplified information is one of my enduring passions. This vision is what motivates me to continually utilize and enhance my abilities wherever my services are rendered. With this in mind, I am eager to apply for the Training Specialist Intern position (0800856).

As you will see in my résumé, my extensive training experience has given me a unique perspective that has prepared me to understand and adapt materials to specific individual needs. With competencies in researching, simplifying, organizing, and analyzing information, I am highly qualified to assist the Performance Management team in creating management trainings.

My commitment to excellence, teachable character, and team skills will be a great fit with your organization. May we schedule a time to meet and explore the fit between my background and your needs? I look forward to hearing from you regarding this position.

Sincerely,

Joshua Burt

Enclosure