

Training Request for Job Application Guidance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request training support focused on job application guidance. As I prepare to enter the workforce, I believe that acquiring skills in crafting effective resumes, cover letters, and interview techniques will be invaluable.

I am particularly interested in sessions covering:

- Resume writing tips
- Cover letter guidance
- Interview preparation strategies

Participating in this training will aid me in presenting myself confidently to potential employers and navigating the job application process efficiently. I would sincerely appreciate any support or resources you can provide in this regard.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]