

Hi

I am always trying to do my best work for you and the company so when I see windows for personal improvement, I jump through them. I never want you to be in the 75% of IT decision-makers who feel their teams have skill gaps. To be my best, I'm requesting an opportunity to further develop my skills.

By taking

I will be better equipped to accomplish our team's goals and accelerate the success of our organization.

In this course, I will learn:

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I chose IT training company Global Knowledge because students report the top three IT training benefits are:

- 1) 94% improved quality of work
- 2) 84% more engagement
- 3) 80% faster job performance

The majority of students apply the learned skills to job-tasks in four weeks or less and save on average three hours per week—that's 143 hours a year! The icing on the cake is that it's an award-winning training company with the best instructors and variety of delivery formats. You can learn more about Global Knowledge at www.globalknowledge.com.

Here are my projected costs for attending training with Global Knowledge:

Course fee:	
Airfare:	
Miscellaneous:	
Hotel:	
Total:	

With this course, I'll gain new skills, sharpen my existing ones, and improve my performance, which will help our organization grow. I look forward to discussing this further.

Thank you for your consideration,