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# Example of TA Manager Cover Letter

263 McKenzie Grove  
North Leighview, LA 87140-3839

**Dear Parker Herman,**

I am excited to be applying for the position of TA manager. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for counsel to management regarding established personnel practices, progressive discipline, policy, and employment laws.

Please consider my experience and qualifications for this position:

* Experience in successfully managing/leading a program or complex project
* Designed and implemented a large and complex program which involved change management on a large scale
* Built Talent Acquisition strategy and executed with measurable positive results
* Strong Microsoft Excel skills, Microsoft Project or other project management tool
* Academic, programming and/or management credentials in gender are a strong asset
* Significant knowledge and understanding of country/ regional/global gender equality issues, specifically relating to children and women, and the current trends, methods and approaches
* High level of organization, follow-up and attention to detail
* Proven skills in communication, strategic planning and systems thinking at a senior-level

**Thank you for considering me to become a member of your team.**

Sincerely,

Dallas Donnelly