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# Example of Talent Acquisition Coordinator Cover Letter

98064 Abbott Expressway  
Lake Stephaniaton, IN 71998

**Dear Shiloh Padberg,**

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

Previously, I was responsible for feedback and reports on recruiting efforts via the Signet HRIS system, Workday, along with various Microsoft database reports.

Please consider my experience and qualifications for this position:

* Manage the Offer Inbox and create offers with a sense of urgency, precision and accuracy
* Send offers to our automated on boarding portal for new hires
* Self-motivated, passionate and detail oriented
* High commitment to excellence
* Previous applicant tracking systems experience preferred (iCIMS preferred)
* A Talent Coordinator will typically progress into a full life cycle recruiter and become equipped with the tools to lead and mentor a group, enabling them eventually to move into a Recruiting Lead role
* Experience in a support role and working in a confidential environment to include providing stellar customer service
* Basic knowledge of MS operating system and related software

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Ari Beatty