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# Example of Talent Acquisition Coordinator Cover Letter

65000 DuBuque Villages
Celestinefort, OK 81213

**Dear Tatum Zemlak,**

I submit this application to express my sincere interest in the talent acquisition coordinator position.

In the previous role, I was responsible for tours exposing potential hires and visitors to the positive features of our office and working spaces to build excitement around UA as a best in class employer.

Please consider my experience and qualifications for this position:

* Moderate travel between work locations
* An above-average attention to detail
* Excellent written and verbal communication skills to successfully interact with people possessing various communications styles and varying levels of professional experience
* A genuine passion for helping people and enabling them to do what they love and find fulfillment in their careers
* Intermediate to advanced proficiency in MS Office suite of products (Outlook/Excel/PowerPoint) mandatory
* Previous recruitment administration and/or familiarity with basic employment legislation is desirable
* Able to work in a fast-paced environment whilst ensuring a high work standard and attention to detail
* Experience in Talent Acquisition Operations or other HR related field

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Casey Erdman