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# Example of Talent Acquisition Coordinator Cover Letter

4500 Greenholt Manor
Port Gilberto, TX 58821

**Dear Skyler Von,**

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 coordination and administrative support to the Talent Acquisition Team in the Toronto Office supporting the Technology Centre build-out.

Please consider my experience and qualifications for this position:

* Previous experience with Taleo Recruiting and HRIS/HR Systems is an asset
* Demonstrate the highest level of professionalism and confidence when dealing with all levels
* Facilitate background checks and completion of new hire documentation for all new hires
* Appropriately handle confidential information for purposes of employment
* Oversee the use of Aesop, a substitute management system, including creating reports, payroll adjustments, and providing technical support and training to internal and external system users
* Oversee the department fax and email mailbox by addressing inquiries and forwarding messages
* Experience in recruiting, human resources, customer service, or a school office is preferred
* Provide support to others with a positive attitude

**I really appreciate you taking the time to review my application for the position of talent acquisition coordinator.**

Sincerely,

Sawyer Bode