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# Example of Talent Acquisition Coordinator Cover Letter

17677 Goldner Prairie
Lake Linnea, KS 58238

**Dear Indigo Harber,**

Please consider me for the talent acquisition coordinator opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for clerical support to recruiting team as needed, such as photocopying, scanning, assembling, faxing, ordering office supplies, answering phones, scheduling interviews, etc.

Please consider my qualifications and experience:

* Experience in entering, maintaining and managing day-to-day activities in Human Resources Information
* Prior human resources experience in higher education is preferred
* Understanding of SEO, Google ad words and basic analytics of websites (preferred)
* Expert and managing multiple calendars to organize complicated schedules
* Highly organized, fastidious about details and following up
* Flexible, skilled at multitasking and dealing with frequent changes
* Possesses a strong sense of urgency and results-oriented
* Quick learner, curious, collaborative and always willing to step up to help the team

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

Sincerely,

Marion Hammes