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# Example of Talent Acquisition Coordinator Cover Letter

9729 Langosh Villages
Wintheiserport, ME 09473

**Dear Corey Breitenberg,**

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

In my previous role, I was responsible for interviewing skills training and curriculum design to service office recruiters and office staff.

Please consider my experience and qualifications for this position:

* Superb customer focus, high level of attention to detail and organization skills
* Proficiency in applicant tracking system utilization and coordination preferred
* Strong PC literacy with advanced skills in Microsoft Outlook, Word and PowerPoint, preferred
* Prefer to have working knowledge of HR Systems such as Workday
* Experience and commitment to delivering stellar services to internal and external customers
* Intermediate proficiency with Internet usage, Microsoft Word, Excel, and PowerPoint
* Experience appropriately handling highly confidential, sensitive information
* Familiarity with applicant tracking systems (such as SuccessFactors)

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

Sincerely,

Avery Mann