

Acquisition Coordinator Cover Letter

30109 Dach Ranch South Juniorchester, AZ 81417-5159

Dear Robin Satterfield,

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

In the previous role, I was responsible for updates to the Office Business Manager's, Principal Investigator's (PI's), and Office Head as needed.

Please consider my experience and qualifications for this position:

- Experience working in a fast paced Talent Acquisition team
- Knowledge of Applicant Tracking Systems-iCims a +
- Knowledge of Word, Excel and PowerPoint are essential
- Related experience in a similar job, ideally in a multinational environment
- Proactive problem solver, adaptable, flexible, self-starter
- Systems savvy, experience with Workday is an asset
- Experience with Applicant Tracking Systems (Workday) preferred
- Assists selected Senior Recruiters with complex interview schedules (multiple time zones, multiple meeting channels, up to VP level)

Thank you for your time and consideration.

Sincerely,

Dylan Kub