

# Acquisition Management Specialist Cover Letter

149 Von ValleysPort Joeannshire, AK 69535-9095

**Dear Justice Thompson,**

I would like to submit my application for the acquisition management specialist opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for support a highly motivated team of Human Resource Business Partners on various talent acquisition initiatives, as required.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Experience leveraging resume databases, internet and social media, including LinkedIn, Twitter, and other social networking sites
- Strong working knowledge of employment equity legislation and the Federal Contractors Program
- Strong knowledge and experience with behavioral-based interviewing techniques
- Experience with an applicant tracking system and social media tools (LinkedIn Recruiter)
- Expertise working with technology platforms, data systems, HRIS functionality and reporting
- Advanced data manipulation capabilities and trend analysis including reporting (ad hoc, dashboards, scorecards)
- Proven success in building relationships, collaborative efforts and working effectively with diverse stakeholder groups
- Knowledge of Microsoft office software suite, including but not limited to, Word, PowerPoint and Excel

**I really appreciate you taking the time to review my application for the**

Sincerely,

Hayden Abernathy