

Associate, Acquisition Cover Letter

970 Kasie Isle East Billie, CT 00550

Dear Ari Reilly,

In response to your job posting for associate, acquisition, I am including this letter and my resume for your review.

In the previous role, I was responsible for administrative support to the CWS Business Partner department, such as travel arrangements, meeting coordination, correspondence and email distribution.

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:

- Proficiency in email communication, online research, and data input
- A high level of proficiency in ARGUS experience in Excel
- Communicates effectively with applicants, employees, community partners, and other staff Exercises good judgment in manner, tone and way of speaking in a customer service setting
- Extremely customer service-oriented with high level commitment to customer satisfaction Superb computer skills including Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint)
- Experience working with HR systems, preferably applicant tracking systems
- Demonstrates high integrity and can maintain confidentiality and use appropriate discretion
- Interest in learning and commitment to continuous improvement
- Support across a range of other Talent Acquisition administrative activities

Thank you for taking your time to review my application.

Sincerely,

Blake Gusikowski