

Coordinator, Talent Acquisition Cover Letter

529 Genevie Stream North Cortez, SD 28758

Dear Haven Champlin,

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

Previously, I was responsible for backup support for Recruiting Coordinator including staying up to date on Recruitment and offer processes and relevant company policies.

Please consider my qualifications and experience:

- Experience in HR functions
- Adept at Microsoft Office (Word, Excel, PowerPoint & Outlook)
- Adriven, dynamic, organized and collaborative coordinator who wants to learn and grow in the recruiting space
- Experience of a fast paced office environment
- Experience of working in a recruitment team would be beneficial
- An exceptional team player - skilled at identifying where support is needed
- Proactive character - ready to lend a hand where needed totally focused on the customer
- Someone dedicated to their personal development - keen to improve and adapt to changing priorities

I really appreciate you taking the time to review my application for the position of coordinator, talent acquisition.

Sincerely,

Rowan Dare