

Talent Acquisition Advisor Cover Letter

16819 Anton Station East Alexanderburgh, MS 00084

Dear Bellamy Heidenreich,

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

Previously, I was responsible for knowledge of current market trends as it relates to talent, and continues to build the talent pipeline to have the right capability for driving current and future business results.

Please consider my qualifications and experience:

- A sense of humour coupled with a positive and engaging outlook to ensure recruitment best practice is promoted
- Preferred reporting experience relative to Talent Acquisition performance and metrics
- Experience using applicant tracking systems, resume mining tools, social media preferred
- Proactively support the attraction and acquisition of assistant and coordinator level talent across sales, marketing, online and supply chain functions within the Corporate Regional Teams in the UK and Ireland
- Manage the retail recruitment process for a small to medium sized skincare brand including actively sourcing for hard-to-fill areas
- Identify complex junior-level vacancies and create direct sourcing strategies that proactively build readily available talent pipelines
- Own the work experience placements calendar
- Raise POs, coordinate weekly and monthly recruitment reports and manage any ad-hoc tasks to support the smooth running of the corporate TA function

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

Sincerely,