

# Talent Acquisition Advisor Cover Letter

7289 Glory EstatesPort Aileenmouth, RI 79552

**Dear Dylan Quitzon,**

I submit this application to express my sincere interest in the talent acquisition advisor position.

In the previous role, I was responsible for a consultative approach to partnering with business leaders, assessing current and future talent needs and design new approaches to engaging and recruiting top talent pipelines.

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:

- Possesses beginning to working knowledge of recruiting practices for grocery or stores environments
- Ensure implementation of the standardized process for recruiting
- Obtain proper authorization to begin recruitment through the Recruitment Requisition Form
- Manage the internal job posting process and participate in the selection and reassignment of employees internally
- Notify applicants of results for competitions
- Advise and train managers and employees on staffing policies and procedures
- Maintain database of employees and ensure that all personal files are up to date
- Operate and manage through ATS (Applicants Tracking System) for recruitment and hiring

**Thank you for your time and consideration.**

Sincerely,

Bellamy Pollich