

Talent Acquisition Analyst Cover Letter

355 Bashirian RouteCasperland, ME 00185-5776

Dear Hayden Grady,

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

In the previous role, I was responsible for innovative solutions to advertising and sourcing trends, developing resourcing plans that promote Mears as a brand of choice within a competitive marketplace.

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 with either corporate (in-house) or third-party recruiting
- Experience with writing in a recruitment marketing capacity
- Knowledge of social media and digital communication tools for recruitment outreach
- Knowledge of talent acquisition challenges in specialist skills areas, including technical Cybersecurity or data science
- Certifications in recruiting or recruitment marketing, including ECRE, CSSR, and CMSR
- Demonstrate effective teamwork
- Proficient in the use of PowerPoint, Excel and Word
- Workday / Taleo System knowledge

Thank you for considering me to become a member of your team.

Sincerely,

Avery Roob