

Talent Acquisition Analyst Cover Letter

35985 Anitra PortEugeniestad, FL 22674

Dear Tatum Windler,

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

Previously, I was responsible for subject matter expertise on competitive landscape, best practices, industry trends as it relates to sourcing, identifying, screening, courting, and closing talent for white collar (through executive level) openings.

Please consider my qualifications and experience:

- Be an independent thinker and be able to self-direct with little supervision
- Process oriented and strategic thinker
- Excellent proficiency with Microsoft Word, Excel, PowerPoint and Outlook
- Access, SQL, Tableau
- Experience supporting Consumer Banking Business
- Experience as a Taleo Recruiting and Onboarding System Administrator
- Experience with developing and running Taleo Connect Client (TCC) import and export scripts
- Oracle Social Sourcing configuration and administration experience

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Marion Heller