

Talent Acquisition Associate Cover Letter

7700 Edris SpurNorth Patport, NH 51903

Dear Greer Jast,

I would like to submit my application for the talent acquisition associate opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for administrative support to recruitment process as needed managing tasks such as job postings, generating candidate and offer letter correspondences, reference checks, pre-employment initiation or recruitment report preparation.

Please consider my qualifications and experience:

- Solid hands-on knowledge/ experience on recruitment, and familiar with the local talent market
- Familiar with China labor law
- Change oriented and able to work under pressure
- Self-motivated and able to successfully deliver on all deadlines and flawlessly execute in a very fast-paced environment
- A professional certification such as PHR or SPHR
- Applicant Tracking Systems (ATS) experience
- Internet research and statistical analysis experience
- Technology savvy including social media and process mapping

Thank you for your time and consideration.

Sincerely,

Cameron Braun