

Talent Acquisition Associate Cover Letter

758 Barrett Falls New Andreaside, IA 73877

Dear Greer Jenkins,

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

In my previous role, I was responsible for recruitment coordination support: schedule interviews, arrange and communicate candidate travel, post positions to job sites and ensure all pre-employment requirements are met.

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:

- Proficiency with social networking technology and interest in leading this growth platform
- Demonstrated potential to assume increased levels of responsibility and growth
- Experience managing the requirements of multiple stakeholders
- Attention to detail that supports good project and program management
- Effective communication skills including writing, editing and presenting
- An affinity for change and ambiguity
- An interest in developing competencies in marketing, website content and management social media, internal and external communications, campaign management
- Prior experience recruiting for Cleared professionals preferred

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

Sincerely,

Tatum Runolfsdottir