

Talent Acquisition Associate Cover Letter

5477 Richard RiverYundtbury, AZ 39453-3658

Dear Rowan Jacobs,

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

In the previous role, I was responsible for general recruitment and talent acquisition support, including defining job requirements and responsibilities, writing job ads, posting open positions, conducting phone/Skype interviews, screening resumes, coordination of interviews, researching new acquisition sources, and addressing general employment inquiries;

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:

- Strong interests towards analytics, including use of data, problem solving, and technology
- Some Human Resources or Talent Acquisition experience
- Experience with internet search engines
- Knowledge of employment related regulations is an asset
- Proficiency in Microsoft products, Taleo, PeopleSoft, and other HRIS systems preferred
- Experience in recruiting Analyst to VP level professionals
- Management, Talent Development, Client Service, Professional/Technical Expertise
- Strong data manipulation capabilities

I really appreciate you taking the time to review my application for the position of talent acquisition associate.

Sincerely,

Tatum Fritsch