

Talent Acquisition Associate Cover Letter

657 Hermiston Avenue Millersville, MD 21232-6729

Dear Sam Jacobson,

I submit this application to express my sincere interest in the talent acquisition associate position.

Previously, I was responsible for data and research related to salaries, employment, and cultural/local differences to hiring managers on new and existing markets.

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:

- Demonstrated understanding of staffing standard operating procedures, guidelines and legal requirements as they apply to compliance in employment practices and applicant tracking
- Serve as a key conduit between TA, Finance, HR and the business leaders while driving results
- Proficient use of LinkedIn Corporate Recruiter
- Previous experience sourcing/recruiting in a professional services environment
- Proficiency in Microsoft products, Taleo, PeopleSoft, and other HRIS systems is preferred
- Significant in-house recruitment experience, ideally in the CRO/healthcare sector
- International recruitment experience, including a sound knowledge of local legislation in the recruitment process
- Excellent organization and project management skills that include leading a range of recruitment process improvement projects

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

