

Talent Acquisition Business Partner Cover Letter

20248 Sandy SummitReynoldsmouth, MD 26503

Dear Drew Conroy,

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

In the previous role, I was responsible for full-life cycle recruiting, to include: screening, qualifying, interviewing and managing candidate relationships while advising hiring managers through the assessment and selection process.

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 domain knowledge and expertise in sourcing methodologies, assessment & selection of talent
- Previous experience in both agency and corporate recruiting specifically in a cleared environment
- Experience leading or managing a geographically dispersed recruiting team
- Experience mentoring and developing recruiters
- Previous experience developing military focused recruiting strategies
- Ensure that the end to end hiring meets the agreed service levels and timelines
- Develop and implement innovative, creative, and pro-active strategies for recruiting diverse talents into the organization
- Implementation and administration of recruitment programs

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

Sincerely,

Tatum Kovacek