

Talent Acquisition Business Partner Cover Letter

961 Hamill LodgeSouth Collenemouth, MI 80907

Dear Story Wilderman,

Please consider me for the talent acquisition business partner opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for sourcing support for a variety of engineering and technical areas, to include: sourcing, screening, and managing candidate relationships with recruiters.

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:

- Develop strong relationships and partnership with external and internal stakeholders including but not limited to Hiring Managers, Business Leaders and team members
- Utilize available sourcing channels and leverage on other appropriate channels available in the market
- Maintain accurate and updated records and reports across all phases of the recruitment process, working with the available HR systems and tools
- Support the team or other team on specific project based hiring requirements
- Combination of Agency and Corporate Recruiting
- Knowledge of international, federal and state employment laws
- Proficiency in basic data management systems and basic computer applications (e.g., Word, Excel, Access, and PowerPoint)
- Preferred experience in full cycle recruiting (ideally with experience sourcing and screening hourly/temp workforce)

Thank you for your time and consideration.

Sincerely,

