

Talent Acquisition Business Partner Cover Letter

565 West LocksVandervortchester, RI 51051

Dear Blake Turcotte,

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 full spectrum of recruitment service (candidate sourcing/screening, candidate-hiring team interview arrangement, offer negotiation/closing and liaising with China HR Shared Service Center on on-boarding matters).

Please consider my qualifications and experience:

- Strong understanding of employment laws and regulations relating to talent acquisition
- Train Hiring Managers on Corporate Talent Acquisition (TA) processes and best practices
- Attract top talent through job fair, social media, campus recruiting and tactical grassroot campaigns
- Potential career growth working on strategic TA projects within Global Workforce Planning Team
- Experience with Adobe InDesign, Adobe Illustrator, or Microsoft Publisher (Optional)
- Previous experience in recruiting IT profiles is preferable
- Employer Branding projects exposure is preferable
- Good communication and organizing skills

Thank you for taking your time to review my application.

Sincerely,

Briar McClure