

Talent Acquisition Intern Cover Letter

58822 Neely CommonDeirdrebury, AK 20031

Dear Emerson Ondricka,

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

In the previous role, I was responsible for triage capabilities for first-line calls, including but not limited to general posting responses, applicant tracking and interview scheduling.

Please consider my qualifications and experience:

- Proficient in written and spoken English and Chinese (Cantonese and Mandarin)
- Well versed in Microsoft office Word, Excel, Outlook
- Proficient on Taleo and LinkedIn search is highly preferable
- Intern experience in Recruitment/ Talent Acquisition team under MNCs or executive search firms is preferable
- Detail-minded and adaptable to changes
- Dedicated to the tasks assigned
- Part-time (at least 2-3 days per week or working hour equivalent) or full-time, starting from Mar/ Apr till May/ June
- Student of Human Resources, Psychology, Marketing or similar

Thank you for your time and consideration.

Sincerely,

Campbell Swift