

# Talent Acquisition Intern Cover Letter

16470 Oberbrunner Gardens East Sebastian  
Chester, MN 74575-4753

**Dear Ari Gorczany,**

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 support to hiring managers and job candidates to answer questions related to internal processes, applicant tracking system technical expertise and careers page troubleshooting.

Please consider my experience and qualifications for this position:

- Fluent in English (both verbal and written) English language skills
- Good MS Office (Powerpoint and Excel) + Photoshop skills
- Preferred areas of studies are Human Resources, Labor Relations or Management
- Advanced Spanish skills (written & spoken)
- Knowledge of SharePoint, Outlook and Microsoft Office
- Experience with Recruiting Management/Applicant Tracking Systems
- Experience in formal communications
- Experience working in a fast-paced environment in a matrix structure

**Thank you for considering me to become a member of your team.**

Sincerely,

Stevie White