

# Talent Acquisition Intern Cover Letter

735 Darnell WalksWinfredmouth, WV 11693-5020

**Dear Royal Hermiston,**

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

In my previous role, I was responsible for guidance and tools to managers (including faculty search committees) throughout the search process, including how to conduct interviews and extend offers.

Please consider my qualifications and experience:

- Knowledge of Microsoft Office & Prezi
- Exposure to SuccessFactors or similar applicant tracking system (ATS) and with PeopleSoft or similar systems
- Proficiency with diversity initiatives (AA or EOE) and employment law
- Excellent written and verbal communications skills in both English and Chinese
- Interested in recruitment
- Resourceful, perceptive, proactive with good initiative
- An interest in international education, international affairs and/or talent acquisition
- High integrity in all dealings

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

Sincerely,

Quinn Cormier