

# Talent Acquisition Intern Cover Letter

244 Graham Trail Carmenshire, WY 04387-9217

**Dear Story Skiles,**

I would like to submit my application for the talent acquisition intern opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for guidance to search committees on recruitment and selection processes and practices; manage the search process to ensure timely, effective, and equitable searches.

My experience is an excellent fit for the list of requirements in this job:

- Student Member of SHRM, preferred
- Strong analytical, project planning/project management and organizational skills
- Passion or interest in Talent Acquisition or Human Resources
- Thrives in fast paced, changing environment
- Proficient in PowerPoint or Keynote and Excel
- Current and verifiable enrollment in coursework at an accredited college/university
- An interest in and substantial coursework related to marketing, communications and/or English
- Comfort in the Microsoft suite of applications

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

Sincerely,

Dallas Nitzsche