

# Talent Acquisition Manager Cover Letter

9089 O'Conner Turnpike Dickensburgh, NM 20786-6608

**Dear Morgan Schamberger,**

In response to your job posting for talent acquisition manager, I am including this letter and my resume for your review.

In the previous role, I was responsible for direction to and expand acquisition programs for corporate headquarters and manufacturing sites in all areas of recruiting, including full-time, intern, college recruiting, internal transfers, veteran hiring, social media, sourcing and pre-employment processes.

Please consider my qualifications and experience:

- Leverage Taleo for developing integrated approach for sourcing passive resumes and creating a database of resumes
- Partner with BHR for understanding critical open mandates and effective planning to ensure those mandates are handled with utmost importance and dedication
- Periodically meet department heads / hiring managers to discuss challenges faced & progress so far and discuss way ahead to close open mandates
- Effectively manage the internal vs external sourcing strategy and partner with external sourcing agencies for ensuring continuous flow of resumes to ensure that the mandates are closed within stipulated TAT and is cost efficient
- Salary offer negotiations and discussions
- Create a talent pipeline for future requirements and undertake industry / competitors by mapping critical roles / functions and also provide Departmental heads / hiring manager's inputs for effective decision making
- Periodically meet various stakeholders to gather feedback / inputs on the recruitment process and areas of concerns, if any
- Manage the company website and ensure that the vacancies listed on the same are periodically updated

**I really appreciate you taking the time to review my application for the position of talent acquisition manager.**

Dylan Streich