

Talent Acquisition Cover Letter

60163 Klocko RapidsNorth Gitatown, MN 15817-3306

Dear Shae Prohaska,

I am excited to be applying for the position of talent acquisition. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for guidance to hiring managers and departments on the talent acquisition lifecycle, inclusive of processes, the applicant tracking system, interviewing techniques, selection, evaluation and other internal best practices.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- OExperience developing relationships with a variety of people and backgrounds
- Knowledgeable in recruiting tools and best practices that drive significant outcomes
- A self-starter and creative thinker who can thrive in a pre-IPO environment
- Experience across a range of functional areas including technology, finance and front-office business roles
- An understanding of relevant employment legislation and its application to recruitment
- Experience within an in-house recruitment model
- High School graduation and course completion of office/business administration
- Experience in developing and/or maintaining a social media platform

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Haven Vandervort