

# Talent Acquisition Cover Letter

843 Thompson HarborAbbottborough, MS 90708-5577

**Dear Tatum Bergstrom,**

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 services specific to the Talent Acquisition function such as Applicant Tracking, Background Screening, and Employment Media.

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:

- Exceptional organizational, prioritization, decision making, and problem solving skills to multi-task while completing daily responsibilities and maintaining the right balance between onboarding, assigned responsibilities within budgets established and assisting departments with daily needs
- Prior experience in an administrative or office setting is preferred
- Interest in Human Resources, and Talent Acquisition specifically
- Demonstrated experience working in a versatile and high energy environment
- Demonstrated success in assisting with the development of effective systems and processes
- Extensive knowledge of the functions and capabilities of an applicant tracking system, preferably UltiPro
- Basic knowledge and understanding of recruiting and sourcing processes and tools
- Basic knowledge and understanding of labor laws and regulations

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

Sincerely,