

# Talent Acquisition Cover Letter

535 Amado Drive East Dwinight, PA 04493

**Dear Drew Sporer,**

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

In my previous role, I was responsible for first-level end user applicant tracking system and job board support for candidates and the talent acquisition team, such as resetting of usernames and passwords.

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

- Demonstrated working knowledge of human resource management principles, best practices and applicable laws and governmental compliance regulations
- Assists recruiters in managing internal and external job postings ensuring format and text are accurate
- Manage the employee referral process by fielding employee referral submissions, conducting referral phone interviews, tracking all referrals, and submitting qualified referrals to the recruiting team
- Assist with pre-screening salaried applicant resumes
- Ensure all background checks are completed prior to new hire start date
- Good at minutes taking
- Proficient in MS PowerPoint and Excel (pivot tables)
- Initiative, takes ownership and possess a strong sense of urgency

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

Sincerely,

Blake Koss