

[Your Full Name]  
[Your Phone Number]  
[Your Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

**RE: Talent Acquisition Specialist Application - Referral from [Referrer's Name]**

Dear [Hiring Manager Name],

I am writing to express my interest in the Talent Acquisition Specialist position at [Company Name], as recommended to me by [Referrer's Name], [Referrer's Job Title] at your organization. Having followed [Company Name]'s growth in the [Industry Name] sector, I am eager to bring my expertise in full-cycle recruitment and candidate experience to your HR team.

In my current role at [Current/Previous Company], I have successfully managed high-volume recruitment pipelines and reduced time-to-hire by [Percentage]%. My approach focuses on data-driven sourcing and building strong partnerships with hiring managers to identify top-tier talent that aligns with both technical requirements and company culture. [Referrer's Name] mentioned your team's current focus on [mention a specific company goal or challenge], and I am confident that my background in [specific skill, e.g., technical sourcing or diversity hiring] would be a direct asset to this initiative.

I am impressed by [Company Name]'s commitment to [mention a company value or recent achievement], and I am eager to contribute to your continued success by attracting and retaining world-class talent.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of your Talent Acquisition team.

Sincerely,

[Your Signature]  
[Your Printed Name]