

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Junior Talent Acquisition Specialist position at [Company Name]. Having successfully managed end-to-end recruitment, onboarding, and engagement for over [Number] volunteers at [Previous Organization], I am eager to transition my skills into a corporate talent acquisition role within your team.

In my recent role as a Volunteer Coordinator, I developed a strong foundation in high-volume sourcing and candidate screening. I was responsible for identifying talent gaps, conducting interviews, and ensuring a seamless integration process. My efforts resulted in a [Percentage]% increase in retention by aligning candidate motivations with organizational goals—a methodology I plan to apply to [Company Name]'s hiring strategy.

Beyond administrative efficiency, I bring experience in [mention a specific tool or software, e.g., ATS or CRM] and a proven ability to build diverse pipelines through community outreach and digital networking. I am particularly drawn to [Company Name] because of your commitment to [mention a specific company value or recent project], and I am confident that my background in mission-driven recruitment will allow me to contribute immediately to your growth.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in talent coordination can support your acquisition objectives.

Sincerely,

[Your Name]