

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

[Date]

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

Dear [Hiring Manager Name], Re: Application for Recruitment Specialist position I am writing to express my interest in the Recruitment Specialist role at [Company Name]. Having managed high-volume volunteer lifecycles as a Volunteer Program Manager for [Number] years, I am eager to transition my skills in talent sourcing, vetting, and relationship management into a dedicated corporate recruitment environment. In my previous role at [Previous Organization], I successfully oversaw the end-to-end recruitment process for over [Number] volunteers annually. I developed strategies that increased applicant flow by [Percentage]% and streamlined the onboarding process to reduce time-to-fill by [Number] days. My experience navigating diverse talent pools and matching individual skills to organizational needs directly aligns with the objectives of your talent acquisition team. My background has equipped me with: • Full-cycle recruitment expertise, from drafting descriptions to final placement. • Proficiency in [Name of ATS or CRM software] and candidate tracking. • Strong interpersonal skills tailored for interviewing and candidate advocacy. • Experience in employer branding and community outreach. I admire [Company Name]'s reputation for [mention a specific company achievement or value] and am confident that my background in mission-driven talent management will allow me to contribute immediately to your hiring goals. Thank you for your time and consideration. I look forward to the possibility of discussing how my experience can benefit [Company Name]. Sincerely, [Your Signature] [Your Printed Name]