

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **Talent Acquisition Partner** position at [Company Name]. Currently serving as a Volunteer Sourcing Specialist at [Current Organization], I have developed a robust foundation in full-cycle recruitment, stakeholder management, and high-volume pipeline building that I am eager to transition into a corporate talent acquisition environment.

In my current role, I have successfully managed the end-to-end sourcing and onboarding process for over [Number] volunteers annually. This experience has sharpened my ability to identify top-tier talent in competitive markets, conduct rigorous behavioral screenings, and ensure a seamless candidate experience. I pride myself on my ability to translate organizational needs into actionable sourcing strategies-a skill set directly applicable to achieving [Company Name]'s hiring objectives.

My key accomplishments include:

- Implementing a new outreach strategy that increased candidate lead generation by [Percentage]%.
[Percentage]%
- Optimizing the application workflow to reduce time-to-fill by [Number] days.
- Collaborating with department heads to define role requirements and cultural fit metrics.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific company value or project]. I am confident that my background in community-driven sourcing and my commitment to data-driven recruitment will make me a valuable asset to your Talent Acquisition team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills in talent identification and relationship building can contribute to your team's success.

Sincerely,

[Your Signature]

[Your Typed Name]