

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile Link]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name/Selection Committee],

I am writing to express my enthusiastic interest in the **Talent Acquisition Executive** position at [Company Name], as advertised on [Where you saw the job post]. With [Number] years of experience in full-cycle recruitment and a proven track record of scaling high-performing teams, I am confident in my ability to enhance [Company Name]'s employer brand and recruitment strategy.

In my previous role at [Current/Previous Company], I was responsible for [Key Responsibility, e.g., managing the end-to-end recruitment process for technical and executive roles]. During my tenure, I successfully [Mention a quantifiable achievement, e.g., reduced time-to-hire by 25% or increased diversity hiring by 40%]. I specialize in leveraging data-driven sourcing techniques and fostering strong partnerships with hiring managers to identify and secure top-tier talent in competitive markets.

What attracts me to [Company Name] is your commitment to [Mention a specific company value or recent project]. I am particularly impressed by your approach to [Specific Industry Detail] and am eager to apply my expertise in [Skill, e.g., ATS optimization, behavioral interviewing, or campus recruiting] to help your organization reach its growth objectives for the coming year.

I have enclosed my resume for your review and would welcome the opportunity to discuss how my background in strategic talent acquisition can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]