

[Your Full Name]

[Your Phone Number] | [Your Email Address]

[LinkedIn Profile URL] | [City, State]

[Current Date]

[Hiring Manager Name]

[Title, e.g., Head of Talent Acquisition]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. Having built a successful career in social work focused on [Specific Field, e.g., Case Management or Crisis Intervention], I am now pivoting into corporate recruiting. I am eager to leverage my expertise in human behavior, behavioral interviewing, and relationship management to help [Company Name] secure top-tier talent.

Throughout my experience at [Previous Organization], I mastered the art of high-stakes communication and assessment. In my previous role, I [Mention a specific achievement, e.g., managed a caseload of 50+ clients while maintaining a 95% success rate]. This required the same rigorous organizational skills, empathy, and persistence necessary for full-cycle recruiting. I am adept at identifying individual strengths, navigating complex interpersonal dynamics, and managing high-volume pipelines under strict deadlines.

I am particularly drawn to [Company Name] because of your commitment to [Specific Company Value or Recent Project]. My background in social work has instilled in me a deep sense of ethics and a data-driven approach to problem-solving. I am confident that my ability to "read" candidates and my resilience in fast-paced environments will make me an immediate asset to your talent acquisition team.

Thank you for your time and for considering how my transferable skills can contribute to the growth of [Company Name]. I look forward to the possibility of discussing how my background in assessment and advocacy translates into successful hiring outcomes.

Sincerely,

[Your Signature]

[Your Printed Name]