

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

[Date]

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

RE: Talent Acquisition Specialist Application - [Job Reference Number]

Dear [Hiring Manager Name],

[Opening paragraph: State the position you are applying for and express your enthusiasm. Briefly mention how your background in full-cycle recruitment and HR operations aligns with the company's goals.]

[Second paragraph: Highlight specific experience in sourcing, screening, and interviewing candidates. Mention your proficiency with ATS platforms and your ability to build diverse talent pipelines.]

[Third paragraph: Provide a specific achievement or metric, such as reducing time-to-hire, improving candidate experience scores, or successfully scaling a specific department.]

[Fourth paragraph: Explain why you are interested in this specific organization and how your recruitment strategy matches their company culture.]

[Closing paragraph: Reiterate your interest and express your desire for an interview to discuss how your skills can benefit their HR team.]

Sincerely,

[Full Name]