**EMAIL TEMPLATE**

**RECRUITER COVER LETTER**

Lynette Vega

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August 11, 20XX

Acme technologies

Phoenicia, New York 12464-5010

RE: HR Recruiter

Dear Hiring Manager,

As an experienced HR Recruiter, the advertisement for Recruiter with Acme Technologies sparked my interest. When reviewing the position requirements and your organization’s website, I was excited to find that my qualifications and personal strengths align with your needs and mission I bring a comprehensive set of skills that I believe will be valuable to Acme Technologies. In my HR Recruiter role, I honed my abilities in new hire orientation and talent management, providing a firm foundation for the Recruiter position. My interpersonal, people-centric nature, and compassion have afforded me excellent decision-making skills.

I am excited to contribute my talents and proficiency in teamwork toward your team efforts. As an engaging communicator with a proven track record in applicant qualification, my focus on building strong professional relationships has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the Recruiter role.

Thank you for your time and consideration of my candidacy.

Sincerely,

Lynette Vega