**RECRUITER COVER LETTER**

Magdalene Applicant

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555-555-5555

magdaleneapplicant@email.com

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Dear Ms. Rodriguez,

I am writing regarding the position of Recruiting Manager posted on Monster.com. I believe that my many years of experience as a recruiter, and for the last six years as recruiting manager with growing technology companies makes me an ideal candidate for the position. I have proven interpersonal and communications skills, which have enabled me to develop effective teams in a variety of technology departments, including architecture, engineering, IT, QC, and research and development.

As recruiting manager for PQZ Enterprises, I hired applicants for positions in all departments at all levels, from interns to upper-level management.

I have experience tracking applicant pools of thousands of applicants. My familiarity with applicant tracking systems and recruiting strategies will allow me to retain the best possible professionals for your staff.

I would appreciate the opportunity to meet with you regarding the positive impact on your business I could have through my ability to recruit the right people for the right jobs. I have enclosed my resume for your review and look forward to hearing from you.

Thank you for your time and consideration.

Regards,

Magdalene Applicant  
magdaleneapplicant@email.com  
555-555-5555