**RECRUITER COVER LETTER**

Dear Mr. Rodriguez,

I would like to express my strong interest in the Recruiting Manager position, as listed on CareerBuilder.com. I am confident that my 10 years of experience building teams of professionals for Fortune 1000 companies, as well as my strong communication and interpersonal skills, make me an ideal candidate for the position.

As an experienced recruiting manager, I have hired over 1,000 applicants for positions in dozens of departments, at levels ranging from interns to upper-level management. Often, I have been responsible for tracking applicant pools of up to 4,000 applicants. This experience handling thousands of candidates would allow me to successfully recruit and manage applicants for your growing company.

You state in your job application that you are looking for a Recruiting Manager who is able to develop effective relationships with all internal teams in order to tailor recruiting strategies for each department and job position.

As a recruiter for four years with XYZ IT Company, I was responsible for working closely with managers in the development, operations, IT, and human resources departments. My strong communication skills allowed me to understand what these managers were looking for in ideal applicants. By continuously communicating with these managers throughout the hiring process, I successfully hired 400 applicants and increased the retention rate of hires by 20 percent.

I am confident that my years of experience managing large pools of applicants, my strong communication skills, and my proven record of success hiring and retaining employees, make me a strong candidate for the Recruiting Manager position at ABC Company. I have enclosed my resume and will contact you next week to see if we might find a time to speak together. Thank you so much for your time and consideration.

Sincerely,

Melanie Applicant