Melanie Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · melanie.applicant@email.com

September 1, 2018

David Rodriguez

Director, Human Resources

ABC Company

123 Business Rd.

Business City, NY 54321

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,

Signature (hard copy letter)

Melanie Applicant

Magdalene Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · magdaleneapplicant@email.com

September 1, 2018

Samantha Rodriguez

Hiring Manager, Human Resources

ABC Company

123 Business Rd.

Business City, NY 54321

Dear Ms. Rodriguez,

I am writing in regard to 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