

HR Specialist Position Cover Letter

Subject: Application for HR Specialist - Talent Acquisition

Dear Hiring Team,

I am pleased to submit my application for the HR Specialist position specializing in Talent Acquisition at [Company Name]. With five years of focused experience in recruitment and a consistent record of filling challenging positions with top-tier talent, I am excited about the opportunity to contribute to your talent acquisition strategy.

In my current role as Recruitment Specialist at DEF Company, I manage full-cycle recruitment for technical and professional positions. I have successfully reduced time-to-fill by 30% through strategic sourcing techniques, implemented an employee referral program that generated 40% of quality hires, and established partnerships with universities and professional organizations to build talent pipelines.

I am skilled in behavioral interviewing, candidate assessment, employer branding, and applicant tracking systems including Workday and Greenhouse. My approach combines data-driven decision making with a strong focus on candidate experience, ensuring that every interaction reflects positively on the organization.

Your company's reputation as an employer of choice and your innovative approach to talent management align perfectly with my professional values. I am eager to bring my expertise in sourcing strategies, relationship building, and recruitment analytics to your team.

Thank you for considering my application. I welcome the opportunity to discuss how I can support your talent acquisition goals.

Warm regards,

[Your Name]

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