

# Cover Letter Template for HR Job Highlighting Recruitment Skills

[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]  
[Date]

[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [HR position title] at [Company Name] as advertised on [where you found the job posting]. With a solid background in talent acquisition and full-cycle recruitment, I am confident in my ability to contribute effectively to your HR team and help attract top-tier talent to support [Company Name]'s organizational goals.

In my previous role at [Previous Company Name], I managed the entire recruitment lifecycle—from sourcing and screening candidates to conducting interviews and facilitating onboarding. My strategic approach to recruiting involves building strong relationships with hiring managers to fully understand position requirements and team dynamics, ensuring every hire is both a skill and culture match.

I am experienced in leveraging a variety of sourcing methods, including social media recruiting, job boards, and employee referrals. Using advanced HR technologies like applicant tracking systems (ATS) and recruitment analytics, I efficiently streamline candidate management and optimize talent acquisition outcomes. My comprehensive interviewing skills enable me to assess not only technical abilities but also potential for long-term success within the company.

Throughout my career, I have maintained a focus on diversity and inclusion, making certain that hiring decisions contribute positively to workplace culture. I thrive in fast-paced environments and am adept at managing multiple open requisitions while delivering a positive candidate experience at every stage of the recruitment process.

I am excited about the opportunity to join [Company Name] and collaborate with your HR team to develop recruitment strategies that attract, evaluate, and retain outstanding professionals. Thank you for considering my application. I have enclosed my resume for your review and look forward to the possibility of discussing my qualifications further.

Sincerely,  
[Your Name]