

Email
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Phone
(858) 555-7890

From
David Harris
Recruitment Human Resources

To
Willa Adams
Google

Dear Ms. Adams,

I am writing to apply for the Recruitment HR position at Google. With over six years of experience in recruitment, talent acquisition, and workforce planning, I have developed a strong ability to source and hire top-tier talent that aligns with company needs. I am passionate about finding the best candidates and ensuring that they fit seamlessly into an organization's culture. I believe my background in high-volume recruitment and employee engagement would make me a valuable asset to your team.

In my current role as Senior Recruiter at TechCore Solutions, I manage end-to-end recruitment processes for a variety of roles, from entry-level to senior management positions. I successfully reduced the time-to-hire by 30% by implementing an applicant tracking system that streamlined the recruitment pipeline. I also partnered with hiring managers to better understand team needs, resulting in more precise candidate searches and a 25% increase in retention rates for newly hired employees.

I have worked in both agency and corporate environments, which has given me the ability to adapt to various hiring demands and company cultures. For example, at Innovative Technologies Inc., I led a recruitment campaign that filled 40 positions in three months, which helped the company meet its ambitious growth goals. I also conducted a diversity hiring initiative that increased our diverse workforce by 18%, contributing to a more inclusive company culture.

My expertise in candidate sourcing, interview coordination, and employer branding has enabled me to build strong pipelines of talented candidates. I am proficient in using various recruitment tools and platforms, including LinkedIn Recruiter, Indeed, and Greenhouse. I also focus on candidate experience throughout the recruitment process, ensuring that candidates are treated respectfully and are kept informed at every stage.

I am excited about the opportunity to contribute to Google's recruitment efforts and help you continue to attract exceptional talent. I would love the chance to discuss how my skills and experience can support your recruitment goals. Thank you for your time and consideration.

Sincerely,

David Harris