**RECRUITER COVER LETTER**

September 1, 20XX

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