**RECRUITER COVER LETTER**

Dear Ms. Alberta Diaz,

I am applying for the Senior Recruiter position with Amazon Corporate LLC.

With a bachelor’s degree in human resources and an outgoing and persuasive personality, I am certain that I am the applicant your company is searching for to fill this opening. Other qualities relevant to this position include being a good judge of character and having the ability to find potential employees that are well suited for the open positions within your company.

I have the training and experience needed to analyze your company’s objectives and specific needs to help establish the guidelines and requirements needed for recruiting new employees. Creating advertisements for open positions, scheduling interviews and assisting with training programs for new employees are also part of my past duties.

My experience includes having the ability to research the applicant’s qualifications by checking their educational background, work history and references. I also have excellent communication skills with the ability to conduct extensive interviews with potential employees and the skills to determine if they are a good match based on how they respond to specific questions.

After finding suitable matches for a position, I have the skills and ability to help potential employees see the benefits of joining your company. My skills also include excellent organizational and time management skills combined with being self-motivated and driven to do the best job possible.

My extensive knowledge of this industry and of the state and federal laws and regulations regarding equal opportunity employment, help to qualify me as the best choice for this position.

Please call (555)-555-5555 for an interview.

Respectfully,

Michael Alba