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| **robert smith**  **Contract Recruiter** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Kindly accept my application for the position of contract recruiter at [XXX Company]. I am confident that my educational qualification and prior work experience as a contract recruiter in [YYY Company] for a period of six years will suit the vacant position in your company.

[XXX Company] has been a pioneer in software development for the past 15 years. It has travelled a long way in developing software’s for various uses which is used by many developers regularly. I believe that your company will provide me the platform to enhance my skills.

I am responsible for coordinating in all the hiring activities which include sourcing qualified and eligible candidates using various job portals and websites. I am good at analysing people which will help recruiters in selecting the right candidates.

At my current workplace, I am tasked with following duties:

* Monitoring and recruiting people.
* Group discussion with HR and managers to select the right people.
* Act as a link between the professional groups, organizations and communities.
* Select and present qualified and eligible candidates for hiring team.
* Advice hiring managers.
* Create reports on hiring progress.

As a contract recruiter I have acquired knowledge in the hiring process and onboarding them with all the formalities. Candidates recruited by me and my team members have performed well and have achieved numerous awards. I believe I can be an invaluable asset to your company.

Thank you for your time and consideration.

Sincerely,

[Your Name]