**Robert Smith**

**Employment Consultant**

[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],

I came to know about a vacancy for the position of an Employment Consultantin your esteemed organization. My skills, qualifications, and experience match with the job requirements for this position.

I am a graduate and hold 3 years of experience in the field working with a reputed educational institution. My job with this company has given me a lot of exposure and helped me to help students get the right job that justifies their qualifications.

Given an opportunity, I shall strive hard to bring my experience and skills on board to an excellent job for your company. I have a strong network in several companies and come to know about job positions available with them. This helps me get the students quick job suiting their calibre. In my present job, I am responsible for the following:

* Planning and setting up interviews with the candidates with the company’s HR.
* Developing a relationship with the company’s management.
* Good understanding of requirements.
* Good understanding of the recruitment process.
* Understanding client requirements.
* Self-motivational and deadline orientation.

Thanks in advance for considering my application and giving me a chance to prove my candidature.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]

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