**Robert Smith**

***Contact details***

1737 Marshville Road, Alabama

(123)-456-7899

info@qwikresume.com **www.qwikresume.com**

**HR Recruiter**

[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],

Upon reading the job opening of HR Recruiter with your firm in the Career section of the ABC newspaper, I want to register my candidacy for it. I believe I possess the required competencies and experience to become an ideal candidate.

Please review my below responsibilities to gauge my fitness for the vacancy:

* Review and update the job description.
* Coordinate with the internal and external recruiting consultants to source eligible applicants.
* Creatively draft interview emails.
* Publish job postings on job portals.
* Interview the shortlisted candidates and hire suitable ones.

I am confident that my strong communication, comprehensive knowledge and attention to details will help me qualify for the job role. It would be my honor to work with your prestigious firm.

Thank you for considering me as a potential candidate. I have attached my resume to leverage detailed information about my job qualifications. Hoping to get a chance to deliver what more I can bring to the plate.

Best Regards,

[Your Name]



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