

**Robert Smith**

**Sales 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],

While reviewing your job description for the post of a new Sales Recruiter on LinkedIn, I was excited to discover that your listing and requirements closely match my qualifications and experience.

As a manager, and sales recruiter with more than 10 years of experience in supervising and mentoring 10 recruiters at (company name) I have stretched and constructed my powerful skillsets. I am currently working for the (Current Company Name) as their Sales Recruiter, and during my tenure, I have developed a deep experience in the hiring process, employee on boarding, and orientation. Furthermore, I excel in conducting interviews, posting job openings, and managing relevant documents and records.

Just a handful of my achievements that I put on your table include –

* Successfully recruiting over 1500 new corporate employees in 4 years, helping me achieve the set goals, and with the same zeal I can place 300 employees per year in your company.
* Reducing unnecessary recruitment costs by 15%, and decreasing sales personnel turnover by 30%.
* Screened 7000+ applicants in three years, and conducted behavioural interviews as well.
* Worked with C-Suite leadership, including the Vice President of Human Resources, and the Payroll manager to implement new software solutions.
* Developed recruiting process leading to a 60% reduction in time to fill – the best in (City Name).

In addition to my work experience, I have mastered Human Resources Management from the very prestigious (College name and University Name) with a CGPA of 7.5, and I have also served as president of the Business Club. Combine with these my effective leadership skills, and commanding communication skills, which are vital to function well in a fast-paced business environment like yours.

Please find attached my resume for your review. I look forward to hearing back from you soon. Thank you for your time and consideration.

Sincerely,

[Your Name]