**Robert Smith**

***Contact details***

1737 Marshville Road, Alabama

(123)-456-7899

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

**Trainee Recruitment 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 would like to introduce myself as a candidate for the Trainee Recruitment Consultant at \*\*\*. As a qualified and dedicated professional, I believe I can surpass your expectations and make a significant contribution to \*\*\* in my new role.

During my tenure at \*\*\*, I proved to be a successful resource to date. From day one of my professional careers, I have always aspired to and have given my best to my job and my clients. I have been performing tasks like forming liaisons between clients and potential candidates, having client discussions as per requirements, doing research on the client industry, and creating advertisements for the available positions online.

I take this opportunity to highlight some of my core skills:

* I have worked on several aspects of candidate recruitment under my lead recruitment consultant.
* I have created precise job descriptions based on the client's requirements and have sourced candidates accordingly.
* I am known and appreciated by my supervisor at my previous job for my strong communication and relationship-building skills.
* I have worked toward having an inclusive recruitment program wherever possible by hiring culturally diverse candidates in multiple fields and domains.

I am confident that my account management talents coupled with my education and experience would make me a good fit for the role of Trainee Recruitment Consultant at your firm. Furthermore, I aspire to take up challenging tasks and prove my abilities to eventually rise to a managerial role in the recruitment domain. look forward to hearing more about \*\*\*. Thank you for your consideration.

Sincerely,

[Your Name]



© This [**Free Cover Letter**](https://www.qwikresume.com/cover-letters/) is the copyright of Qwikresume.com. **Usage Guidelines**