**Veronica Graham**

[Street Address] New York, NY 55900 • [Email Address] • (555) 555-5555

**Today’s date**

Ms. Harrison, Recruiting Director

ABC Company

Address, City, State, zip

**Re: Recruiter Position**

Dear Ms. Harrison,

I’m writing to bring my resume to your attention for the position of recruiter at [name of company].

I earned a Masters in Human Resources from Ferris State University, and have been working for the past 13 years as a recruiter in Florida.   
I take great pleasure from becoming acquainted with new people and determining which positions would best utilize their talents, as well as being able to save money and training for companies by screening out candidates who are unsuitable for them.

My key contributions include:

* Strategies to interest candidates to apply for positions.
* Interviewing potential employees.
* Contacting references and collecting information.
* Conducting background verification.

Unfortunately, I’ve learned that much of the information provided by aspiring employees must be confirmed to ensure its authenticity and possess interesting anecdotes to back up this assertation.

I answer all questions that potential employees have concerning positions they’re interested in, and assist them in making decisions, if needed. I have become an expert salary negotiator when hiring new staff, and would be pleased to demonstrate my skills in this area.

My accomplishments and experience in the field should make me a valued asset to the company and I await your response.

My contact information is listed above.   
Thank you for your time.

Sincerely,

**Veronica Graham**

**Enclosure: Resume**