

John Smith
1845 E. Northgate Dr.
Irving, TX 75062

March 4, 2019

Mr. Eric Jones
ABC Corporation
1234 ABC Blvd.
Dallas, TX 75001

RE: Candidate for Recruiting Specialist – DFW

Dear Mr. Jones:

I am applying for the Recruitment Specialist – DFW position at ABC Corporation in Dallas, TX. I was first introduced to ABC Corporation through the recruiters at the University of Dallas Career Fair. Additionally, I have worked firsthand with employees of ABC Corporation at a volunteer event called Tutor Ready Now. My experience in human resources and my relationship with ABC Corporation have led me to submit my application.

I am qualified for this position because I have demonstrated event planning, recruitment and customer service skills in my position as the Event Operations Intern at XYZ Enterprises. Last year, I planned 10 social events with 600 attendees in collaboration with the HR department, the CEO, and other top executives. I worked to tailor events to particular departments to increase employee participation in our team building activities. This led to a 15% increase in employee attendance in 2018 compared to 2017. Moreover, I have become the main point of contact for event planning by organizing these events. I also created new opportunities to increase attendance with a new event called, “Dine with the CEO.” In order to connect more employees with our founder, I spearheaded the idea to invite different departments and new hires to have lunch with the CEO. The CEO and attendees were able to ask and answer questions in a casual, collaborative setting. Our event has grown from 25 to 60 attendees within 6 months. Because of my efforts, we were able to increase employee attendance by 25% over the last year.

Aside from my experience in event operations, I was a Human Resources Intern at Green & Green Inc. There, I learned not only recruitment and HR procedures but also employee event planning to retain talent. First, I was the initial person to screen incoming resumes for available jobs for three domestic offices. I learned how to communicate with people in an effective way over email, phone, and messenger to our offices in Dallas, Portland, Chicago and Boston. I learned the full onboarding system for new hires and found ways to help streamline the process with updated checklists and ensured all the proper materials were available for new hires. Second, I learned how to plan employee events such as Lunch & Learns for interns and supporting events such as the summer event, the holiday party and career fairs.

ABC Corporation focuses on innovation and leadership. While volunteering with ABC Corporation employees, I saw firsthand how they worked as a team to complete projects to support the nonprofit’s mission. Having a dedicated and innovative team at ABC Corporation is crucial in consulting clients; I believe in team collaboration and I want to work to support your goals. I believe my combination of experience in recruiting, event planning and customer service and my connection with ABC Corporation make me uniquely prepared to join the recruiting team. I can be reached at (972) 721 – XXXX or via email at career@udallas.edu. Thank you for your time and consideration.

Sincerely,

John Smith