

Cruz Hoffman

Recruiter
222 My Street,
San Francisco, CA 12345
c.hoffman@email.com
(123) 456-7890

January 14, 2021

Mariah Brandt
Senior Hiring Manager
Chime Recruitment
(098) 765-4321
mbrandt@email.com

Dear Ms. Brandt,

Exceeding my personal annual billings goal by 55% last year was the highlight of my recruitment career to date. I hope to demonstrate this ambition and performance in the Lead Recruiter role at Chime Recruitment.

Chime Recruitment's results-driven ethos appeals to me because I am exceptionally ambitious and determined. With 12 years' experience as a recruiter and three years in a senior position, my extensive knowledge and strong communication skills make me the ideal fit for becoming an inspiring leader in your organization.

My most important achievements so far include:

- Successfully placed more than 200 job candidates in banking roles in the last year
- Achieving a 30% reduction in requisition loads and cutting filling times by 35%
- Leading a team to meet and exceed aggressive hiring targets and challenging deadlines

I would love to schedule an interview to discuss how my skills and experience can translate into increased turnover and productivity for Chime Recruitment. Please feel free to get in touch with a convenient date to meet.

Sincerely,

(Insert Signature Here)

Cruz Hoffman

P.S. I look forward to explaining how I helped my previous employer become one of Forbes' Best Banking Recruitment Firms in 2019.