

## Joanne Blinky

Premier Recruitment  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Ms. Blinky,

While lead generation is a huge strength of mine, and I regularly make at least 200 calls and send 100 emails per day, I'm even better at conversion. Six years of experience in recruitment has taught me how to target the right people and deliver outstanding results, which I believe I can continue as your Senior Recruiter.

In my current role, I have become an expert at tapping into new vertical markets and discovering the most profitable niches. I have heard that Premier Recruitment is the leading agency in Houston and believe my skills are matched perfectly with the company's goals and mission.

I'm excited to bring my unique combination of experience and exceptional communication skills to Premier. Here are some of the achievements I've made in my current role:

- Accumulated an average of three permanent hires each month over a period of five years — more than anyone else in the company
- Obtained first position in the salesperson of the year league table four years in a row
- Upsold clients in most instances, regularly getting between 15% – 20% commission

Please let me know when the best time to set up an interview is — I'm excited to learn more about the company and provide further information about myself.

Kind regards,

Deanna Williams, BA

P.S. I look forward to telling you about the seven awards I've received in my current role.