

Sam Waters

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456 My Street, San Diego, CA 76543

Gabriel Marquez

Seattle Recruitment Inc.

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Mr. Marquez,

With 15 years of professional experience in the human resources (HR) and recruiting industries, I've led numerous staffing initiatives for large businesses with over 400 personnel. As the senior vice president of Talent Recruitment Corp., I interfaced with C-level executives and client stakeholders to drive recruitment initiatives to enhance the effectiveness of multi-national organizations.

My commitment to diversity, equity, and inclusion (DEI) strongly align with the culture and mission statement of Seattle Recruitment Inc. In my career, I've spearheaded various diversity recruiting efforts to transform businesses. I believe that my strong track record in delivering staffing and HR solutions to clients would be an asset to your organization based on my professional achievements:

- Developed recruitment strategies for over 30 client businesses valued at up to \$3.5 million and partnered with executive leadership to evaluate organizational structure and staffing needs
- Led diversity recruiting initiatives and provided tactical leadership to transform work cultures and enhance employee engagement, which improved retention for clients by up to 25%
- Served as the point of contact for client accounts and built strategic partnerships with universities and other staffing firms within the greater Seattle area

I look forward to telling you more about how my expertise in recruiting and organizational leadership can benefit Seattle Recruitment Inc. Feel free to contact me for an interview at your earliest convenience.

Sincerely,

Sam Waters