

Amy Petrone

Recruiter | apetrone@youreemail.com | (123) 456-7890 | 451 Central Street, Portland, OR 16455

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Max Hernandez
HR Director
Foundations Staffing Agency
(987) 654-3210
mhernandez@foundations.org

Dear Mr. Hernandez,

While at MW First Choice Recruiters, I helped increase the applicant pool by 30%, hiring an additional 125 staff members over three years. I'd love to bring these talent-acquisition skills to the Corporate Recruiter position at Foundations.

Regarded as a valuable player in our company's full-cycle recruiting process, I managed a number of aspects, including:

- Sourcing candidates through referrals, cold calling, and social media
- Utilizing assessment tools such as HackerRank and pymetrics, and the iCIMS applicant tracking system
- Maintaining EEOC compliance

My BA in Human Resources background has contributed to my understanding of and experience with human capital management software such as BambooHR, Zenefits and Namely. This has allowed me to assist hiring managers at MW First Choice in addressing their human capital needs and nurturing and sustaining those assets.

I would like to set up an interview to discuss how I can support Foundations' efforts to successfully source, screen, and hire top-quality candidates to ensure future growth and sustainability. You can reach me at (123) 456-7890 or apetrone@youreemail.com with a time that works best for you.

Sincerely,

Amy Petrone

P.S. I'd also like to share why I got picked twice for Employee of the Quarter.