
EMMA LEE

Riverside, CA 92510 ♦ (555)555-5555 ♦ emma.lee@monster.com

Oct 14, 2026

Dear Hiring Manager,

I am writing to express my interest in the Recruiter position at Target Company Name. With a Bachelor of Arts in Human Resources and five years of experience as a Human Resources Associate, I have cultivated a skill set that aligns well with your commitment to innovation and collaboration.

Throughout my career, I have developed strengths in talent sourcing, employee engagement, and onboarding—all critical components for building a strong team. My analytical thinking allows me to effectively assess candidate fit while ensuring a positive experience throughout the recruitment lifecycle. I thrive in collaborative environments where empathy and problem-solving are essential for fostering relationships with both candidates and hiring managers.

Target Company Name's emphasis on integrity, collaboration, and customer-centricity resonates deeply with me. I am particularly drawn to your mission of creating impactful solutions that enhance lives; this aligns with my passion for promoting diversity and inclusion within the workplace.

Having managed various recruitment initiatives, I understand the importance of utilizing effective sourcing strategies along with maintaining accurate records of recruitment metrics. My proficiency in applicant tracking systems complements my ability to communicate clearly across teams—an essential quality for achieving successful outcomes in fast-paced settings.

I am excited about the opportunity to contribute positively to Target Company Name's recruiting efforts while continuing to grow professionally within such an esteemed organization. Thank you for considering my application; I look forward to discussing how my background can support your goals.

Sincerely,
Emma Lee