

Robert Smith

College Recruiter

1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com

[Today's Date]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

This letter is regarding my interest in applying for the post of College Recruiter in your esteemed organization.

I hold a Master's Degree in Human Resources and have 5 years of experience working in this field. My qualifications and skills match well with the specifications required for this job.

I enjoy high-end interpersonal, professional, educational skills, communication abilities, qualifications, and passion - I am sure to deliver positive outcomes as per your organizations as per long term needs.

My experience in the role has helped me carry out the following functions in my present job.

- Development and implementation of outreach programs and marketing plans.
- Internal assessment of the available skill sets and using the same for promoting the placements for students.
- Delivery of career counselling, planning and development plans for specific student needs.
- Independent development and maintenance of string network between the institution and local business community.
- Coordination with staff and alumni association for recruitment drives and conferences.

Given an opportunity, I shall strive hard to add value to your organization.

Looking forward to hearing from you.

Sincerely,

[Your Name]

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