

Rowdy Riverhawk

3100 New Orleans St.
Broken Arrow, OK 74014

(918) 444-6000
rriverhawk@nsuok.edu

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Hiring Manager
Trinity Employment Specialists
5416 S. Yale Ave #310
Tulsa, OK 74135

To the Hiring Manager:

The purpose of this letter is to apply for the open Recruiter position available with Trinity Employment Specialists. I am interested in Trinity because of the emphasis they place on working with companies that display integrity, a value that I hold in high esteem. Trinity also has a strong reputation of excellence within the Tulsa community and I think I could be a valuable asset to your team. With that said please consider my application for the open Recruiter position in your office.

As you can see on the enclosed resume, I have experience in the area of staffing and recruitment from my time with ProRecruiters. In addition, I have strong customer service and leaderships abilities due to my years as a server of Charleston's Restaurant and as President of the Psychology Club at NSU in Broken Arrow. My time with ProRecruiters has equipped me with skills to excel as a Recruiter for Trinity such as recruiting, familiarity of skills surveys, mediation and negotiation, and guiding applicants through job application procedures. In addition to these experiences, I am a hard worker, strong communicator, and team player evidenced by my time with the Psychology Club where I worked with three other officers to help plan meetings and events for the organization in addition to reviewing applicants of potential new members. If hired by Trinity Employment Specialists, I will continue to be dedicated to my goal of helping clients find a career that they love and will excel in.

Thank you for your time and consideration. I would consider it a huge privilege to sit down and speak with you further on my qualifications during an interview. Please let me know if you need anything further from me. I will follow up in two weeks to discuss my application and set up an interview.

Sincerely,

Rowdy River Hawk