**Dear Ms. Irwin,**

Professors warned me in school that I couldn’t take care of everyone. Still, I was determined to help people thrive and began making a difference by applying my problem-solving skills during a recruiting internship at Textron Aviation. I gained familiarity with best practices, cohesive team communication, and creative new sourcing methods using social media channels. TalentCare’s service-first team sounds like the perfect setting to leverage my self-starting creativity to help clients address the whole picture.

My 4 years as a recruiter at BridgeTower Media further improved my skills—better interpersonal engagement and communication at job fairs, more clarity while writing job descriptions, and stronger leadership skills to guide eager junior recruiters and interns. Alongside planting seeds for future recruiters, I hired and onboarded 6 operations managers to empower BridgeTower’s team and increase revenue by 21%.

I also took the self-guided opportunity to learn more about ATS programs and equip myself with the analytical abilities and enthusiasm for learning to help me look beyond the data and evaluate individuals since even a great ATS can’t solve everything. I enjoy recruiting best when I can reach clients directly and partner with them to find optimal solutions. At BridgeTower, I collaborated with the media and advertising teams to create social media ads that spoke directly to our clients’ needs and increased the talent pool by 16%.

I care about clients’ well-being and have the self-motivated management and interpersonal skills to make it count. I would love to use this people-focused outlook to proactively reach clients who view me as the long-term solution as they let me know what they’ll need next. I’d love to meet soon to share more about how my ability to juggle performance objectives and hiring needs can empower TalentCare’s teams—and clients.

Thank you so much for your time and consideration,

**Tomas Zepeda**

**February 1, 2023**



**Angie Irwin**

TalentCare Hiring Manager

7025 Albert Pick Rd.

Greensboro, NC 27409

t.zepeda@email.com

(123) 456-7890

Wilson, NC

[LinkedIn](http://linkedin.com)

**ENCLOSURES**

* Resume
* Application
* IPMA-CP Certification

*Recruiter*

**TOMAS ZEPEDA**