(123) 456-7890

k.sanders@email.com

Sacramento, CA

 [LinkedIn](http://linkedin.com)

**Dear Ms. Marque:**

With 6 years of well-rounded experience as a recruiter—and gamer—plus a background of rapid growth fueled by my finance degree and knack for managing high-volume interview funnels, I would love to use my overarching communication and strategy skills as your senior recruiter to set the roadmap for successful, inclusive hiring. I pride myself on being inquisitive and would love to help Electronic Arts by recruiting top talent to provide games, online services, and worlds with infinite possibilities.

At Stantec, I embedded myself into my client group and my team of 23 cross-departmental executives. The company needed to forecast full-time recruitment needs and adapt its game plan accordingly, as I learned from discovery sessions with our hiring managers. I sought to understand current business goals and distributed job descriptions online, overseeing talent acquisition internally and externally to reach the goalpost of 9 new full-time hires.

This in-depth experience working with hiring managers and learning about all aspects of the interview funnel has granted me a strong ability to lead the entire recruitment process. I communicate effectively to guide candidates smoothly through the hiring process, adapting advice and updates to optimize their experiences as individuals. For example, at Stantec, I analyzed each client interaction for hints and improved online messaging and hiring strategies, increasing the message-to-interview rate by 11% and expediting time-to-hire by 23%.

My recruiting journey has shown me that new strategies are vital in inspiring not only my team but other people around the world. I would love to offer my creative, energetic, and responsive approach as a senior recruiter to develop a plan to help Electronic Arts acquire top talent through multiple channels. Thanks for considering me for the role, and I’d love to answer any questions about how I can creatively meet complex hiring needs to level up your team with bright-eyed new recruits.

Sincerely,

**Kimberly Sanders**

**February 1, 2023**

**ENCLOSURES**

Resume; Application; SHRM-SCP Certification

**TO**

**Eloise Kemper**

Electronic Arts Hiring Manager

209 Redwood Shores Parkway

Redwood City, CA 94065

*Senior Recruiter*

**KIMBERLY SANDES**