

# Samantha Lee

RECRUITER

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Dear Cleo Booker,

I am thrilled to apply for the Recruiter position at HireToday. With over six years of experience in talent acquisition and human resources management, coupled with a recent certification as a Technical Recruiter from AIRS, I am eager to bring my expertise to your team. Despite a career hiatus to pursue personal development and volunteer endeavors, I have kept up-to-date with industry trends and advancements, preparing me to effectively jump back into full-time recruitment.

During my time at Inova, I led recruitment drives that filled over 150 tech and digital roles annually and significantly decreased the average hiring time by implementing advanced ATS software. My strategic approach to recruitment processes not only improved efficiency but also enhanced the employer's brand through well-organized workshops and job fairs. These experiences have equipped me with the skills to manage high-volume recruitment while maintaining a quality candidate experience.

Previously, at GlobalComms, I managed full-cycle recruitment for the telecommunications sector, reducing hiring costs by 20% through strategic resource allocation and building strong partnerships with educational institutions. This role sharpened my ability to develop sustainable recruitment strategies and cultivate a robust pipeline of talent, essential for supporting HireToday's growth ambitions.

I am excited about the possibility of contributing to HireToday's team, particularly in light of your innovative approach to the recruitment process. My background in both tech recruiting and strategic HR management aligns well with your company's needs, and I am enthusiastic about the opportunity to once again drive successful recruitment outcomes. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your continued success.

Kindly,

Samantha Lee