Steven Tyler

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25th May 2019

Mark Bloggs

Managing Director

ABC Recruitment Limited

Level 3, 12 Queen Street

Auckland

Dear Mark,

**Re: Recruitment Consultant Vacancy – Reference: 23457**

I am writing to apply for the position of Recruitment Consultant at your company, which was advertised on the trademe website on the 24th May 2015.

In addition to working as an Accountant for Jones International. I have more than 6 years’ experience as a Candidate Manager for Michael Black, an award winning recruitment firm in the United Kingdom. There I was responsible for the successful placement of top quality candidates in the Information Technology sector.

I would be very interested to work with your team, and believe I can make a significant contribution to the business, particularly in the following areas.

* **New Business Development -** I have been successful in pro-actively identifying and securing new business opportunities throughout my career, and more specifically in starting up a new business from scratch. Specific details can be found in my CV
* **Account Management Skills** - I am energized by working with clients, listening to their situations and working together to meet their needs. Through this, I have developed a solid portfolio of happy customers, repeat business and an excellent reputation.
* **Recruitment & Training** - I am good at reading people, and enjoy the process of getting new staff on board. I have developed effective internal recruitment processes and as a result I have been successful in attracting and retaining very talented people.

From what I understand about ABC Recruitment and the additional research that I have done, I believe I would be an excellent advocate for your business, and a successful team member.

I would appreciate the opportunity to talk further about the Recruitment Consultancy opportunity, and the skills that I can bring. Please contact me if you need further information.

I look forward to hearing from you.

Yours sincerely

Steven Tyler