**Cover letter –Recruitment Support**

**Dear Sir/Madam,**

As a highly skilled Recruitment Support professional, my experience aligns well with the qualifications you are seeking, with more than 3.5 years' experience as an Recruitment Support. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate planning and problem-solving abilities, I excel at:

* Responsible for recruitment of manpower like, mobilization, negotiating on agreements with agencies based out in many countries.
* Assist in Screen the CVs and call the short-listed candidates for personal interview.
* Interacting with the candidates to understand their Capabilities, Strengths, Limitations etc.
* Shortlisting the Candidates.
* Scheduling the Interview for the candidates.
* Interview Co-ordination.
* Tracking for the joining dates of the offered candidates.
* Negotiate with salary and joining time while socializing the offer to the candidates.
* Follow-up the candidates till they join the company and closing the position within a specified time.
* Handling joining formalities.
* Ensure all information’s and records of employees are regularly updated in HR system.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for business efficiency. I would welcome the opportunity to contribute to your continued success.

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meet your needs.

Thank you for your time and consideration.

Sincerely,

Supritha Pearl Dsouza