

Jordan Smith

January 16, 2026

Acme Corporation

RE: Relocation Recruiter

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Recruiter position at Acme Corporation, which I discovered on LinkedIn. With a passion for connecting top talent with their ideal roles and extensive experience in managing relocation processes, I am excited about the opportunity to contribute to your team and support Acme's growth in a competitive market.

In my previous role as a Recruitment Specialist at Global Talent Solutions, I successfully managed the end-to-end relocation process for over 100 international candidates. I streamlined our relocation procedures, reducing costs by 15% while improving candidate satisfaction scores to 95%, as indicated by post-relocation surveys. Additionally, I implemented a comprehensive onboarding program that included pre-relocation counseling, resulting in a 30% increase in retention rates for relocated employees during their first year. My commitment to enhancing the candidate experience and optimizing operational efficiencies aligns well with Acme Corporation's values.

I am excited about the potential to bring my expertise in relocation management to your esteemed organization. I am particularly drawn to Acme's emphasis on innovation and employee support, and I would love the opportunity to discuss how my skills and experiences can help strengthen your recruitment efforts. Thank you for considering my application; I look forward to the possibility of discussing this role further.

Sincerely,

Jordan Smith