**Template 4: Recruiter Cover Letter Template**

Dear [name]:

I came across your profile as a specialist recruiter in *[industry].* I am a *[Industry]* professional with *[list years of experience, professional strengths].* I am now looking for *[Include what you’re looking for and motivation for the job search]. Finish this paragraph with a summary of your strongest, most recent and impressive experience. Don’t be afraid to include specifics.]*

Some of my career highlights include: *[here, summarise your skills and experience with an emphasis on your strongest and most recent, relevant experience.]*

In addition to my professional achievements, I’m also *[Insert education, skills and unique attributes].*

I have attached my CV, andI would appreciate the opportunity to speak with you about ways you could assist me in my search. Thank you for your time.

Best Regards:

[Name and signature]