

[Your Name]  
[Your Title]  
[Company Name]  
[Date]

To Whom It May Concern,

I am writing to formally recommend [Candidate Name] for the position of Talent Acquisition Coordinator. During their time as [Title/Intern] at [Company Name], I had the pleasure of supervising [Candidate Name] and witnessing their growth in the recruitment field.

As an entry-level professional, [Candidate Name] demonstrated an exceptional ability to manage high-volume administrative tasks with precision. They were responsible for scheduling interviews, managing our Applicant Tracking System (ATS), and communicating with candidates. Their attention to detail ensured that our hiring process remained organized and that every candidate had a positive experience.

Beyond their technical skills, [Candidate Name] possesses the interpersonal skills necessary for success in Human Resources. They are proactive, professional, and capable of handling sensitive information with discretion. They frequently took the initiative to improve our sourcing methods and assisted in screening resumes for various departments.

I am confident that [Candidate Name] would be a valuable asset to your talent acquisition team. Their dedication to learning and their strong work ethic make them an ideal candidate for this role.

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]  
[Your Printed Name]