

# Jackie Tillman

28 Dundas St, Trenton, ON K0L 3T1 ● 613.392.4456 ● [jackie88@gmail.com](mailto:jackie88@gmail.com)

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September 3, 2014

Fraser Health  
99 Jump Drive  
Mississauga, ON L8M 9N0

## **RE: Recruitment Services Representative – Job ID E3535**

Dear Human Resources Manager:

It is with enthusiasm that I am applying for the Recruitment Services Representative position you currently have posted. My previous experience working in Career Centre combined with my Human Resources Management post-graduate certificate makes me a great candidate for this position.

Not only do I have the required education for the job, I have the experience you are seeking. As a Peer Career Advisor at the Loyalist College Career Centre, I often assisted students with all aspects of their job search. This included assessing their skills, experience and competencies to help tailor their résumés to best match desired employment opportunities. I was also involved in the candidate screening process for any new hires within the Career Centre. As part of the process; I pre-screened applicants for qualifications, sat on the interview panel, assisted in the decision making process, notified candidates of their outcome and checked references. In addition, I was actively involved in planning and implementing the annual career fair including networking with employers to increase event participation.

My ability to work independently to meet strict competing deadlines has been demonstrated through my placement at Stream Global Services where I performed various tasks of an HR Generalist. At Stream, I participated in the recruitment and selection of candidates and handled discrepancies with tact and diplomacy while adhering to labour laws.

As a self-motivated, dynamic individual I am confident I would be a valued asset to the Fraser Health team. Please feel free to contact me at your convenience to schedule an interview. I can be reached at 613.392.4456 or [jackie88@gmail.com](mailto:jackie88@gmail.com).

Sincerely,

*Jackie Tillman*

Jackie Tillman

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