## Dear Hiring Manager, I am writing to express my interest in the Talent Development position at firm. I have over 18+ years of experience in HR IT, and I am excited about the opportunity to bring my skills and experience to your team. I am passionate about the work that clients do, and I believe that my qualifications will make me an asset to the team. I am excited about the opportunity to gain experience new things and take on new challenges. My experience in team management and other things in HR has given me a strong background in hiring, training, team management, quality talent and creating rapport with other corporate firms and staffing agencies and I am confident that my skills are a match to the Talent Development position role. Additionally, I am eager to learn more about patient advocacy and how I can contribute to your mission. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and how they can benefit your firm.

Thanks & Regards,

Sachin Nambiar

## Hi Kevin,

## Thanks for reaching me out for the position of administrative & recruiting coordinator position at Wits Solutions Inc. I am interested in this role, and I am local to Ashburn, VA. As discussed with you I am comfortable working onsite. I am also ok with the rate of 23/hr plus incentives.

## Please find my updated resume and cove letter for submission to your manager. Look forward to hearing from you soon on the next steps.

## Regards,

## Sachin Nambiar

## I

Hi Rina,

How are you doing? Please find the references that you asked for listed below:

1)   Prashanth (Prash) Mallya (Flagstar Bank) - +1 (734) 674-0991

Email: [prashanth\_mallya@hotmail.com](mailto:prashanth_mallya@hotmail.com)

(Information Technology Development Manager – Flagstar Bank)

2)   Bindi Mukherjee – (V2SOFT) - +1 (610) 864-2150

Email: [bindi.mukherjee.84@gmail.com](mailto:bindi.mukherjee.84@gmail.com)

(Account Manager – V2SOFT)

Thanks,

Sachin

Sr. Recruiter /Recruitment Manager

Asta CRS, Inc. Asta CRS, Inc. Oct 2016 - Mar 2018 · 1 yr 6 mos

Ashburn, Virginia, United States

May We Contact This Employer? NO

Name While at This Employer: Sachin Nambiar

Salary – 55k

May We Contact This Employer? NO

Human Resource Manager

Numann Technologies Inc 2014 - Sep 2016 · 2 yrs 9 mos, (Remote job)

San Francisco, California

(Remote voluntary work to gain US exp)

May We Contact This Employer? NO

Salary – Unpaid as Voluntary work.

Name While at This Employer: Sachin Nambiar  
  
Sincerely,  
Sachin Nambiar

Hi Rina,

Please find the address before I moved to Ashburn in 2017. Previously to that I used to live in Reston, VA. Mentioned below is the address below as requested.

1742 Seagull Ct,

Apt # 101

Reston, VA - 20194

Regards,  
Sachin Nambiar

Hi Sachin,

I am a Corporate Recruiter for Oxford International and I am currently working on a Recruiting Executive position for our Government Services group in our Fairfax, VA Office. You applied to my posting and I would like to schedule a time for us to speak about the position and your background, as well as what you are ideally looking for moving forward with your career.

If you are interested in discussing the opportunity please let me know some good times to call to discuss the position.  I’ve attached the Job Description for you to review as well.

Thank you, and I hope to hear from you soon.

Hi Adam,

How are you? Thanks for reaching out to me to discuss the position of Recruiting Executive, Government Services opportunity. I am available anytime Monday to Friday 10 AM to 5PM with short notice.

I have read the job description, and I am completely ok with the role, as I have good experience recruiting for state & federal clients. I have been recruiting for cleared roles for quite some time now, so I am really interested in this role.

Thanks & Regards,

Sachin Nambiar

Good Morning Shoaib,

I hope this message finds you well. I am writing to express my sincere interest in the Recruiting Account Manager position advertised by your esteemed organization. With a proven track record in talent acquisition and client relationship management, I am excited about the prospect of contributing my skills to your dynamic team.

In my previous roles, I have successfully built and nurtured strong relationships with clients, business executives, and stakeholders. My experience in managing the entire recruitment process, from sourcing and testing to interview coordination and offer negotiation, aligns seamlessly with the requirements of the Recruiting Account Manager role. I have a demonstrated ability to understand and fulfill the recruitment needs of clients while ensuring a positive and streamlined experience for candidates.

Key strengths that I bring to this role include:

**Relationship Building:** Adept at cultivating lasting relationships with clients and stakeholders, fostering trust and effective collaboration.

**Comprehensive Recruitment Management:** Experience in overseeing the entire recruitment lifecycle, from defining client requirements to managing offers and post-interview follow-ups.

**Client-Focused Approach:** Proven success in gathering and utilizing client feedback to continuously improve and optimize recruitment strategies.

**Effective Communication**: Strong communication skills in presenting candidate qualifications and guiding candidates and clients through the recruitment process.

Enclosed is my resume, which provides further details about my professional background. I am enthusiastic about the opportunity to contribute to your organization's success as a Recruiting Account Manager.

Thank you for considering my application. I am eager to discuss how my skills align with your team's needs in more detail. I have applied for this role via LinkedIn.

Best regards,

Sachin Nambiar

**Please find the below details as requested:**

1. **Full Legal Name: Sachin Vijay Kumar Nambiar**
2. **Current Location: Ashburn, VA,**
3. **Visa Copy: H4 Ead copy attached.**
4. **State ID /DL Copy: Dl copy attached.**
5. **Last 4 Digit of SSN: 1675**
6. **Passport No: J1647754**
7. **Notice Period: 1 week.**
8. **Education Details with year of passing: Bachelor’s of Commerce, University of Mumbai, 2005**

Dear Adnan,

I hope this message finds you well. Thanks for reaching out to me for this role. As you know my name is Sachin Nambiar and I am very interested in the HR role with GMU. After reviewing the job description and the university's commitment to excellence, I am excited about the opportunity to contribute my skills and expertise to your esteemed institution.

Please find attached my updated resume for your consideration.

In my previous role as Sr. Talent Acquisition/ Resource Manager, I gained extensive experience in human resources management, with a focus on recruitment, diversity, EEO laws, performance management, HR policies, employee relations, and organizational development. My ability to multitask in a fast-paced environment, coupled with strong communication skills, has allowed me to effectively collaborate with management on various HR initiatives.

Key Skills and Attributes:

* Thorough knowledge of HR policies, procedures, and practices, including EEO and Affirmative Action Planning.
* Proven ability to multitask in a fast-paced environment with strong organizational and communication skills.
* Experience working in HR within the Higher Education sector.
* Demonstrated expertise in performance management and organization development.
* Familiarity with employment laws and managing compliance issues.

I am particularly drawn to this role because of the emphasis on collaboration with management to ensure compliance and stay up to date with new HR initiatives. My proactive and service-oriented approach aligns well with the diverse and demanding client base at George Washington University.

I would welcome the opportunity to further discuss how my skills and experience make me a strong fit for this position. Thank you for considering my application. I look forward to the possibility of contributing to the success of George Washington University. I look forward to hearing from you about the next steps.

Thanks & Regards,

Sachin Nambiar

Hello,

I hope this message finds you well. My name is Sachin Nambiar and I am very interested in the HR role with ITCON. After reviewing the job description and the university's commitment to excellence, I am excited about the opportunity to contribute my skills and expertise to your esteemed institution.

Please find attached my updated resume for your consideration.

In my previous role as Sr. Talent Acquisition/ Resource Manager, I gained extensive experience in human resources management, with a focus on recruitment, diversity, EEO laws, performance management, HR policies, employee relations, and organizational development. My ability to multitask in a fast-paced environment, coupled with strong communication skills, has allowed me to effectively collaborate with management on various HR initiatives.

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Sachin Nambiar

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