

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Hr Director

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change HR Director position at Acme Corporation, as advertised on LinkedIn. With a solid background in organizational development and a passion for fostering inclusive workplace cultures, I believe I am well-suited to contribute to your team and drive human resources strategies that align with Acme's commitment to innovation and excellence.

In my previous role as HR Manager at XYZ Enterprises, I successfully led a comprehensive restructuring of our talent acquisition strategy, resulting in a 30% reduction in time-to-fill for open positions and a 25% increase in candidate satisfaction scores. By implementing data-driven processes and enhancing collaboration between departments, I was able to align our recruitment efforts with the company's strategic goals, ensuring we attracted top talent who shared our organizational values. Additionally, I spearheaded an employee engagement initiative that increased retention rates by 15% over two years, demonstrating my commitment to creating a supportive and dynamic workplace.

I am particularly drawn to the opportunity at Acme Corporation because of your focus on employee development and your innovative approach to HR practices. I am eager to bring my expertise in change management, workforce planning, and performance optimization to your team. I am confident that my proactive approach and strategic mindset will help enhance your HR initiatives and support Acme's mission to empower its employees.

I look forward to the opportunity to discuss how my skills and experiences align with the needs of Acme Corporation. Thank you for considering my application; I am excited about the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Smith