

Jordan A. Morales

January 16, 2026

Acme Corporation

RE: Chief People Officer

Dear Hiring Manager,

I am excited to apply for the Chief People Officer position at Acme Corporation as advertised on LinkedIn. With over 15 years of strategic HR leadership experience in dynamic and diverse environments, I am eager to contribute to your mission of fostering a robust organizational culture and driving employee engagement at Acme. Your commitment to innovation and professional development resonates deeply with my own values and aspirations as a people leader.

In my previous role as Vice President of Human Resources at Tech Innovations, I successfully led a company-wide initiative that increased employee retention by 25% over a two-year period. This was achieved through the implementation of a comprehensive mentorship program and the establishment of clear career progression pathways. Additionally, I spearheaded the development of a diversity and inclusion strategy that not only met but exceeded industry benchmarks, resulting in a 40% increase in under-represented groups in leadership positions. These experiences have equipped me with the knowledge and tools to create impactful HR strategies that align with business objectives and foster an inclusive workplace.

I am particularly drawn to Acme's focus on continuous improvement and employee well-being. I am enthusiastic about the opportunity to bring my strategic vision, coupled with a data-driven approach to people management, to elevate your human resources function. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team and to explore how I can contribute to the ongoing success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan A. Morales