

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Benefits Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Benefits Specialist position at Acme Corporation, which I discovered on your careers page. With a strong foundation in human resources and a passion for employee well-being, I am excited about the opportunity to contribute to your team and support the valuable benefits program at your company.

During my academic career at University XYZ, I completed an internship with a local human resources firm, where I participated in the administration of employee benefits programs. I successfully assisted in streamlining the onboarding process, which led to a 20% reduction in the time taken for new hires to enroll in their benefits. Additionally, I collaborated with the HR team to conduct surveys that gathered employee feedback on the existing benefits package, which provided insights that directly influenced improvements and resulted in a 15% increase in employee satisfaction regarding benefits offerings.

I am particularly drawn to Acme Corporation because of your commitment to fostering a supportive workplace culture. I am eager to leverage my skills in benefits administration and employee engagement to help enhance your benefits programs. I am confident that my proactive approach and attention to detail will enable me to effectively support your team and contribute positively to the employee experience.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan Smith