

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Chief People Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Chief People Officer position at Acme Corporation, as advertised on LinkedIn. With a strong foundation in human resources and a passion for cultivating inclusive workplace cultures, I am eager to contribute to your team and help drive the people strategy at Acme. I believe my background in organizational development and employee engagement aligns well with the goals of your company.

During my internship at Innovate HR Solutions, I played a pivotal role in launching a mentorship program that paired junior employees with senior leaders. This initiative resulted in a 30% increase in employee satisfaction scores, as measured by our annual engagement survey. Additionally, I led a project that revamped the onboarding process, which reduced new hire turnover by 15% within the first six months. These experiences have provided me with a solid understanding of the importance of strategic people initiatives and the positive impact they have on organizational success.

I am particularly drawn to Acme Corporation's commitment to fostering a diverse and equitable work environment. I am excited about the potential to implement innovative HR practices that not only attract top talent but also empower employees to thrive. I am eager to bring my analytical skills and creative problem-solving abilities to your team, ensuring that Acme continues to be a leader in employee engagement and culture.

I would welcome the opportunity to discuss my candidacy further and explore how I can contribute to the ongoing success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Taylor