

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Hr Coordinator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level HR Coordinator position at Acme Corporation, as advertised on LinkedIn. With a strong interest in human resources and a commitment to supporting organizational success, I am excited about the opportunity to contribute to your team and facilitate effective HR operations.

During my internship at XYZ Enterprises, I successfully assisted in the implementation of a new onboarding process that reduced new hire ramp-up time by 20%. By collaborating with various departments, I helped create a streamlined orientation program that improved employee engagement and retention. Additionally, my experience in conducting exit interviews provided valuable insights that led to a 15% decrease in turnover by addressing common employee concerns. These experiences have equipped me with a solid foundation in HR practices and the ability to handle multiple tasks efficiently.

I am particularly impressed by Acme Corporation's commitment to fostering a diverse and inclusive workplace. I believe my background in managing diversity initiatives during my academic career, where I led workshops focused on cultural competency, aligns well with your company's values. I am eager to bring my organizational skills and passion for HR to support your mission of attracting and retaining top talent.

I would love the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to the dynamic environment at Acme Corporation.

Sincerely,

Jordan Taylor