

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Hr Director

Dear Hiring Manager,

I am excited to apply for the Entry Level HR Director position at Acme Corporation, which I discovered on LinkedIn. With a strong background in human resources and a passion for fostering inclusive workplace cultures, I am eager to contribute to your team and help Acme Corporation achieve its organizational goals.

During my internship at XYZ Solutions, I played a key role in revamping the employee onboarding process, reducing onboarding time by 20% while improving new hire satisfaction scores by 30%. I conducted a comprehensive needs assessment, gathering feedback from current employees and management to create a streamlined onboarding experience that effectively addressed gaps. This initiative not only enhanced the new hire experience but also contributed to a noticeable increase in retention rates.

Additionally, in my recent role as a Human Resources Assistant, I led a diversity and inclusion initiative that resulted in a 15% increase in minority representation in our recruitment pipeline within one year. By collaborating with cross-functional teams and leveraging data analytics, I developed targeted outreach strategies that connected with underrepresented communities. This experience taught me the importance of strategic planning and the impact of an inclusive workforce on overall company performance.

I am truly enthusiastic about the opportunity to further discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and making a positive impact in the HR department.

Sincerely,

Jordan Smith