

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Hr Generalist

Dear Hiring Manager,

I am excited to apply for the Entry Level HR Generalist position at Acme Corporation as advertised on your careers page. With a strong academic background in Human Resources Management and a passion for fostering workplace culture, I am eager to contribute to your team and support Acme's commitment to employee development and satisfaction.

During my internship at XYZ Solutions, I successfully assisted the HR team in implementing a new employee onboarding program, which improved new hire retention by 20% over six months. My involvement included creating training materials and coordinating orientation sessions that made new employees feel welcomed and engaged from day one. Additionally, I had the opportunity to analyze employee feedback to identify areas for improvement in our benefits program, leading to a revised offering that increased employee satisfaction scores by 15% in the following quarter.

I am particularly drawn to the opportunity at Acme Corporation because of your reputation for prioritizing employee growth and well-being. I am eager to bring my strong organizational skills and attention to detail to support your HR initiatives. I am confident that my proactive approach and commitment to fostering a positive workplace culture will make a valuable contribution to your team.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experiences align with the needs of Acme Corporation. I look forward to the possibility of contributing to your team and am excited about the potential to grow within such a dynamic organization.

Sincerely,

Jordan Smith