

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Hr Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level HR Manager position at Acme Corporation, as advertised on LinkedIn. With a solid foundation in human resources principles and practices gained through my academic achievements and internships, I am eager to contribute to your team and support Acme's commitment to fostering a vibrant workplace culture.

During my internship at XYZ Solutions, I successfully collaborated with the HR team to implement a new employee onboarding program that reduced the time to productivity by 30%. By streamlining the process and creating comprehensive training materials, I ensured that new hires felt welcomed and prepared, which not only enhanced their experience but also contributed to higher retention rates. Furthermore, I was involved in a talent acquisition project where I utilized social media platforms to attract diverse candidates, leading to a 25% increase in qualified applicants for open positions within three months.

I am particularly impressed by Acme Corporation's emphasis on employee development and engagement, and I am eager to bring my skills in recruitment and training to your esteemed organization. I am confident that my proactive approach and commitment to continuous learning will allow me to make a valuable contribution to your HR team. I would love 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 discussing my candidacy further and how I can contribute to the continued success of Acme Corporation.

Sincerely,

Jordan Taylor