

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Recruiter

Dear Hiring Manager,

I am excited to apply for the Entry Level Recruiter position at Acme Corporation, which I discovered on LinkedIn. As I have a genuine passion for talent acquisition and a strong desire to contribute to a dynamic team, I believe this role aligns perfectly with my skills and aspirations. I am eager to bring my background in human resources and my proactive approach to recruitment to your esteemed organization.

During my internship at XYZ Staffing Solutions, I successfully assisted in recruiting and screening candidates for various roles, refining my ability to match talent with organizational needs. I developed and implemented a social media strategy that increased our engagement with potential candidates by 30% over three months. Additionally, I coordinated campus recruiting events, where I established strong relationships with career services and student organizations, resulting in a 25% increase in applicant quality for our entry-level positions. These experiences have equipped me with the skills to identify top talent effectively and contribute positively to the recruitment process at Acme Corporation.

I am particularly drawn to Acme Corporation because of its commitment to innovation and its reputation for nurturing talent within the industry. I am enthusiastic about the possibility of working with your team to streamline your recruitment efforts and enhance the candidate experience. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of your recruitment team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you in more detail.

Sincerely,

Jordan Smith