

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Talent Acquisition Specialist

Dear Hiring Manager,

I am excited to apply for the Entry Level Talent Acquisition Specialist position at Acme Corporation, as advertised on LinkedIn. With a fervent passion for human resources and a strong foundation in recruitment strategies, I am eager to contribute to your team and support Acme's mission of attracting top talent.

During my internship at Bright Futures, I successfully enhanced the recruitment process by implementing a new applicant tracking system that reduced the time-to-hire by 20%. My proactive approach included analyzing candidate data to identify bottlenecks in our hiring workflow, leading to more efficient screening methods and improved candidate experiences. Furthermore, I collaborated with senior recruiters to organize a job fair that attracted over 150 candidates, ultimately resulting in 10 successful hires. This experience honed my ability to engage effectively with diverse candidate pools and taught me the importance of aligning recruitment strategies with company culture.

I am particularly drawn to Acme Corporation's commitment to innovation and excellence in talent acquisition. I am eager to leverage my skills in social media outreach and candidate relationship management to further enhance your recruitment efforts. I am confident that my background in data-driven decision-making will contribute positively to achieving your hiring goals.

I look forward to the opportunity to discuss how my experiences and skills align with the needs of your team at Acme Corporation. Thank you for considering my application; I am excited about the possibility of contributing to your esteemed company.

Sincerely,

Jordan Lee Thompson