

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Hr Coordinator

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time HR Coordinator position at Acme Corporation, which I discovered on LinkedIn. With a robust background in human resources and a proven track record of improving HR processes, I am eager to bring my expertise and passion for HR to your esteemed team. I am particularly drawn to Acme Corporation's commitment to fostering a dynamic workplace culture, and I am enthusiastic about the opportunity to contribute to that vision.

In my previous freelance role, I successfully managed the recruitment process for a fast-growing tech startup, which involved developing targeted job descriptions, sourcing candidates through various platforms, and conducting initial interviews. This initiative led to a 30% decrease in time-to-hire, significantly enhancing the company's ability to scale effectively. Additionally, I implemented an employee onboarding program that reduced turnover rates by 25% within the first year, ensuring new hires felt welcomed and prepared to contribute to the team quickly.

Furthermore, I have extensive experience in HRIS management, where I streamlined data entry processes and improved reporting accuracy. This not only saved the HR team valuable hours each week but also provided management with timely insights into employee performance and engagement metrics. My strong organizational skills and attention to detail have allowed me to excel in maintaining compliance with labor regulations and ensuring all HR documentation is meticulously managed.

I am eager to discuss how my experience and vision align with the goals of Acme Corporation and how I can contribute to your HR team. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Taylor