

Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Hr Generalist

Dear Hiring Manager,

I am excited to submit my application for the Freelance To Full Time HR Generalist position at Acme Corporation, which I discovered on your careers page. With a solid background in human resources and a proven track record of fostering positive workplace cultures, I am eager to contribute my expertise to your team.

During my three years as a freelance HR consultant, I successfully partnered with various organizations to optimize their HR processes. For instance, I implemented a new recruitment strategy for a mid-sized tech company that reduced their time-to-fill for key positions by 30%. By leveraging data-driven techniques and employee referrals, I was able to attract high-quality candidates who aligned with the company's values. Additionally, I developed a comprehensive onboarding program that increased new hire retention rates by 25%, demonstrating my commitment to building strong teams from the outset.

Furthermore, I played a pivotal role in enhancing employee engagement by introducing quarterly feedback sessions and wellness initiatives for another client. These initiatives resulted in a measurable increase in employee satisfaction scores and helped foster a more collaborative work environment. My ability to analyze HR metrics and adjust strategies accordingly has equipped me with the skills necessary to support Acme Corporation in achieving its HR goals.

I am particularly drawn to Acme Corporation's commitment to innovation and employee well-being, and I am enthusiastic about the opportunity to bring my freelance experience into a full-time role. I would love the chance to discuss how my background and skills can align with your needs. Thank you for considering my application; I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Smith