

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Hris Analyst

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time HRIS Analyst position at Acme Corporation, which I discovered on LinkedIn. With a robust background in human resources information systems and data analytics, I am eager to bring my expertise to your team and contribute to the innovative projects at Acme. Your commitment to leveraging technology to enhance employee experiences resonates with my professional values and aspirations.

In my recent freelance role, I successfully implemented an HRIS platform for a mid-sized company, streamlining their recruitment and onboarding processes by 30%. By customizing workflows and integrating data analytics tools, I provided actionable insights that improved decision-making and increased operational efficiency. Additionally, during my time working with a global firm, I led a project that involved migrating employee data to a new HRIS. This initiative not only reduced data discrepancies by 25% but also facilitated a smoother transition for over 1,000 employees, demonstrating my ability to manage complex projects under tight deadlines.

I am keen to discuss how my experience aligns with the needs of Acme Corporation and how I can contribute to your HRIS initiatives. Thank you for considering my application; I look forward to the opportunity to further discuss my qualifications and the value I can bring to your team.

Sincerely,

Jordan Smith