

Jordan Taylor Anderson

January 16, 2026

Acme Corporation

RE: Internship Chief People Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Chief People Officer position at Acme Corporation as advertised on your careers page. With a strong foundation in human resources and a passion for fostering inclusive workplace cultures, I am excited about the opportunity to contribute to your team and support Acme's commitment to employee engagement and development.

During my time as a Human Resources Intern at Global Innovations, I successfully led a project to revamp our onboarding program, which resulted in a 30% increase in new hire satisfaction ratings based on post-onboarding surveys. By collaborating with cross-functional teams, I was able to streamline processes and implement feedback mechanisms that emphasized employee voice, further enhancing our workplace environment. Additionally, I conducted a detailed analysis of our employee retention rates and presented actionable insights to senior management, which led to the introduction of a mentorship program that decreased turnover by 15% within six months.

I am particularly drawn to Acme Corporation's innovative approach to talent management and your dedication to creating an inclusive workplace. I believe my proactive approach and data-driven mindset would be a perfect fit for your team. I am eager to bring my skills in strategic planning and employee development to help shape a positive organizational culture at Acme.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and am excited about the next steps.

Sincerely,

Jordan Taylor Anderson