

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Employee Relations Specialist

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Internship Employee Relations Specialist position at Acme Corporation, as advertised on your careers page. With a strong background in human resources and a passion for fostering positive employee relations, I am excited about the opportunity to contribute to your team and support Acme Corporation's commitment to an inclusive and engaging workplace.

During my time as a Human Resources Intern at XYZ Company, I successfully assisted in the implementation of an employee feedback program that increased participation rates by 30%. By analyzing the data collected, I worked with the HR team to address key employee concerns, resulting in a 15% improvement in overall employee satisfaction scores. Additionally, I facilitated onboarding sessions for new hires, ensuring they felt welcomed and informed, which led to a noticeable reduction in turnover rates during the initial months of employment.

I am particularly drawn to the Internship Employee Relations Specialist role at Acme Corporation because of your dedication to employee well-being and professional development. I am eager to bring my knowledge of conflict resolution and communication strategies to help enhance the employee experience within your organization. I am confident that my proactive approach and ability to collaborate effectively with diverse teams would be an asset to your department.

I look forward to the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application; I hope to contribute to your team soon.

Sincerely,

Jordan Smith