

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Hr Coordinator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship HR Coordinator position at Acme Corporation, as advertised on your company's careers page. With a keen interest in human resources and a solid foundation in administrative support, I am eager to contribute to your team and learn from the innovative environment at Acme.

During my recent internship with XYZ Company, I successfully coordinated the onboarding process for new hires, streamlining procedures that reduced onboarding time by 20%. Additionally, I collaborated with the HR team to create a digital employee handbook, which not only improved accessibility but was also praised for its clarity and comprehensiveness by both new hires and management. My experience in organizing recruitment events at my university further honed my ability to engage effectively with prospective candidates, helping to attract a diverse pool of applicants for various positions.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to fostering a positive workplace culture and emphasis on employee development. I am eager to bring my organizational skills, proactive attitude, and passion for human resources to your team. I would welcome the chance 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 opportunity to speak with you soon.

Sincerely,

Jordan Taylor