

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Internship Hr Director

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship HR Director position at Acme Corporation, which I discovered on your careers page. With a strong passion for human resources and a dedication to fostering a positive workplace culture, I am eager to contribute to your team and support Acme's innovative approach to talent management.

During my recent internship at Global Solutions, I successfully collaborated with a team to revamp the onboarding process, resulting in a 30% reduction in assimilation time for new hires. By implementing an interactive training module that incorporated multimedia resources and feedback mechanisms, we were able to enhance the onboarding experience and increase new hire satisfaction by 25%. Additionally, I had the opportunity to lead a project aimed at diversifying our recruitment strategy, which included outreach to underrepresented communities. This initiative not only enriched our candidate pool but also led to a 15% increase in offers extended to diverse candidates over a six-month period.

I am particularly drawn to the opportunity at Acme Corporation due to your commitment to employee development and innovation in HR practices. I am excited about the possibility of contributing to your initiatives and leveraging my skills in recruitment, training, and employee engagement to help shape the future of your workforce. I look forward to the opportunity to discuss how my background, achievements, and aspirations align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan A. Thompson