

Jordan Lee Thompson

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Acme Corporation

RE: Internship Hr Generalist

Dear Hiring Manager,

I am excited to apply for the Internship HR Generalist position at Acme Corporation, which I discovered on your careers page. With a strong interest in human resources and a passion for fostering positive workplace environments, I am eager to contribute to your team and support Acme's mission of promoting employee engagement and development.

During my time as a volunteer HR assistant at XYZ Nonprofit, I successfully assisted in the recruitment process for volunteer coordinators, where I streamlined applicant tracking by implementing an organized digital filing system. This initiative not only reduced the time spent on sorting applications by 30% but also improved our team's ability to focus on candidate engagement. Additionally, I took the lead on organizing staff training sessions, resulting in a 20% increase in employee satisfaction scores related to professional development opportunities.

Furthermore, I am currently pursuing a Bachelor's degree in Human Resource Management, where I have excelled in coursework focused on employment law, organizational behavior, and talent acquisition strategies. My academic projects have provided me with a solid foundation in HR practices and have prepared me to handle real-world HR challenges effectively. I am particularly drawn to Acme Corporation's commitment to diversity and inclusion, and I would love the opportunity to support these initiatives as an intern.

I am keen to discuss how my background, skills, and enthusiasm align with the goals of your HR team at Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your organization and learning from your experienced team.

Sincerely,

Jordan Lee Thompson