

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Hr Manager

Dear Hiring Manager,

I am excited to apply for the Internship HR Manager position at Acme Corporation, as advertised on LinkedIn. As a passionate and driven Human Resources student at University of XYZ, I am eager to leverage my academic knowledge and hands-on experience to contribute to your team's success. Acme Corporation's commitment to employee development and innovative HR practices aligns perfectly with my career aspirations, making this opportunity particularly appealing to me.

During my studies, I completed an internship with ABC Company, where I successfully assisted in the development and implementation of an onboarding program that improved new hire retention rates by 20%. I collaborated with cross-functional teams to gather feedback and refine the training process, ensuring a smooth transition for over 50 new employees. Additionally, I organized a series of workshops aimed at enhancing employee engagement, which led to a 15% increase in overall job satisfaction scores, as reported in our annual employee survey. These experiences have honed my skills in program development and employee relations, making me well-suited for the Internship HR Manager role.

I am particularly impressed by Acme Corporation's initiatives focused on diversity and inclusion, and I am eager to contribute to these efforts. I believe my background in coordinating events and building inclusive environments will add significant value to your HR team. I am looking forward to the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application, and I hope to speak with you soon.

Sincerely,

Jordan Taylor