

Jordan Taylor

January 16, 2026

Acme Corporation
RE: Internship Recruiter

Dear Hiring Manager,

I am excited to apply for the Internship Recruiter position at Acme Corporation, as advertised on LinkedIn. With a strong passion for talent acquisition and a commitment to fostering diverse talent pools, I believe my background aligns perfectly with the requirements of this role. I am particularly drawn to Acme's innovative approach to recruitment and its dedication to developing future leaders through its internship programs.

In my previous role as a Recruitment Assistant at Tech Innovations, I played a pivotal part in streamlining the internship recruitment process, which resulted in a 30% reduction in time-to-hire. I successfully collaborated with department heads to identify the skills and competencies required for various internships, ensuring that our candidate selection was both efficient and aligned with organizational goals. Additionally, I organized campus recruitment events that attracted over 200 candidates, increasing our visibility and enhancing the quality of applicants we received. My proactive approach to building relationships with universities and leveraging social media platforms has consistently resulted in a rich pipeline of diverse candidates ready to contribute to our teams.

I am particularly proud of my initiative to implement a candidate tracking system that improved our communication with applicants, leading to a 25% increase in candidate satisfaction ratings. This experience has equipped me with the skills necessary to manage multiple recruitment processes simultaneously while maintaining high-quality standards. I am eager to bring my expertise in candidate engagement and program optimization to Acme Corporation, where I can contribute to the success of your internship initiatives.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background and skills can contribute to the continued success of Acme Corporation's internship programs. I am excited about the possibility of joining your team and supporting the growth of future talent.

Sincerely,

Jordan Taylor