

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Hr Generalist

Dear Hiring Manager,

I am excited to apply for the No Experience HR Generalist position at Acme Corporation as advertised on LinkedIn. With a strong foundational knowledge of human resources principles acquired through my academic studies and internships, I am eager to contribute to your team and support the company's mission of fostering a positive workplace culture.

During my time at university, I successfully led a team project that involved creating a comprehensive onboarding program for new students, which improved retention rates by 15%. This experience honed my organizational and communication skills, allowing me to effectively coordinate between various departments and ensure a seamless process for newcomers. Additionally, I interned at a local non-profit where I assisted in conducting employee engagement surveys, analyzing the data, and presenting findings to management. This not only strengthened my analytical capabilities but also ignited my passion for improving workplace dynamics through strategic HR initiatives.

I am particularly drawn to Acme Corporation's commitment to employee development and community involvement. I am eager to bring my enthusiasm for human resources and my proactive approach to your team. I believe that my fresh perspective, coupled with my dedication to learning and growing in the HR field, will be a valuable asset to your organization.

I welcome the opportunity to further discuss how my background, skills, and ambitions align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan Smith