

# Jordan Lee Smith

January 16, 2026

Acme Corporation

RE: No Experience Hris Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience HRIS Analyst position at Acme Corporation, which I discovered on your careers page. I am excited about the opportunity to contribute to your team, leveraging my educational background and skills in data analysis to support HR initiatives and optimize human resource information systems.

During my studies at the University of California, I completed an internship where I was responsible for analyzing employee data to enhance recruitment strategies. I developed a comprehensive report that presented insights on candidate sourcing effectiveness, which helped the HR team refine their approach and resulted in a 20% increase in the quality of hires within six months. Additionally, I led a project in my coursework that involved designing a mock HRIS interface, which deepened my understanding of user experience and the importance of data integrity in HR systems. This experience has prepared me to take on the challenges of managing and analyzing HR data effectively.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovative HR practices and employee development. I am eager to bring my analytical skills and a fresh perspective to your team, and I am confident that my proactive approach and eagerness to learn will make a valuable contribution. I would appreciate the opportunity to discuss how I can support your HR efforts and help drive the success of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and am excited about the opportunity to be a part of your talented team.

Sincerely,

Jordan Lee Smith