

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Promotion Hr Director

Dear Hiring Manager,

I am excited to apply for the Promotion HR Director position at Acme Corporation, as advertised on LinkedIn. With over a decade of experience in human resources and a proven track record of driving employee engagement and retention, I am eager to contribute to your team's success and enhance Acme's reputation as an employer of choice.

In my current role as Senior HR Manager at XYZ Industries, I successfully spearheaded a talent management initiative that resulted in a 25% increase in internal promotions over two years. This initiative involved collaborating with department heads to identify high-potential employees, creating tailored development programs, and implementing a robust feedback system that has fostered a culture of continuous improvement. Additionally, I led the rollout of a company-wide employee recognition program that not only boosted morale but also significantly reduced turnover by 15% within the first year. These experiences have equipped me with the skills necessary to identify and nurture talent, ensuring that Acme Corporation remains competitive and innovative.

I am particularly drawn to the opportunity at Acme Corporation due to its commitment to employee development and its dynamic corporate culture. I am eager to leverage my expertise in strategic HR practices and my passion for fostering a diverse and inclusive workplace to help drive Acme's growth. I would love the chance to discuss how my background, skills, and enthusiasms align with the goals of your HR team. Thank you for considering my application; I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan A. Mitchell